



July 31, 2014

ATTN: Women-Owned Small Business (WOSB) GSA Alliant Small Business (ASB)  
Government-wide Acquisition Contract (GWAC) Holders

SUBJECT: GSA Integrated Award Environment Technical Governance Support Task Order  
Request, Amendment 3

This letter issues Amendment 3 to the General Services Administration (GSA), Federal Systems and Integration Management Center (FEDSIM), Task Order Request (TOR) GSC-QFOB-14-32855 dated July 7, 2014. The proposal submission due date has been extended from August 1, 2014, 11:00 AM ET to August 11, 2014, 11:00 AM ET.

The purpose of this amendment is to:

- Revise requirements in the SOW, in order to provide clarity to offerors.
- Provide answers to questions.
- Change the Points of Contact information.
- Provide additional information regarding Organizational Conflicts of Interest.
- Include an additional submission requirement in Proposal Part II with minor revisions to instructions to offerors.
- Make minor revisions and corrections throughout the TOR.

In accordance with Section L of the TOR, Offerors shall submit their proposal in three Parts. Please note the due dates for each of the following sections:

- **PART I: Cost/ Price Proposal (L.6 and L.7)**  
The offeror shall submit an original, 1 paper copy, and an electronic copy (CD) **no later than 11:00AM Eastern Time on August 11, 2014.**
- **PART II: Written Technical Proposal (L.6 and L.8)**  
The offeror shall submit an original, 5 copies, and an electronic copy (CD) **no later than 11:00AM Eastern Time on August 11, 2014.**
- **PART III: Oral Technical Proposal (L.6 and L.9)**  
The offeror shall submit their oral presentation slides as an original, 5 copies, and an electronic copy (CD), separately bound from proposal Part II, **no later than 11:00AM Eastern Time on August 11, 2014.** The Oral Technical Proposal Presentation will be scheduled by the Contracting Officer after the proposal Part II submission date. The Government anticipates conducting Oral Presentations the week of **August 11, 2014.** Oral technical proposal presentation slides presented that differ from those slides delivered on August 11, 2014, will not be evaluated.



All changes to the TOR (33 pages changed) and attachments are annotated with a vertical bar in the right hand margin. All proposal materials shall be delivered by hand to the following address:

Attention: Jeff McMullan  
Contract Specialist  
GSA FAS AAS FEDSIM  
1800 F Street NW  
Suite 3100 (QF0B)  
Washington, DC 20405

Deliver all materials outside the E Street entrance of the building at 1800 F Street NW. Upon arrival outside the building, call Jeff McMullan at 703.795.1064. The Contract Specialist will meet you outside the E Street entrance for proposal receipt. Delivery confirmation will be given prior to processing proposal submissions through security. Any proposal box is subject to security scanning after proposal receipt.

## Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
1	Cover letter	Due Date	In order to fully understand the responses to questions and incorporate them in our response, we request a one week extension of the due date, until August 8, 2014.	The deadline has been revised to allow vendors time to account for the changes in Amendment 3. Please see the Cover Letter for Amendment 3.
2	B.7	ORDER PRICING (ALL ORDER TYPES)	The TOR does not specify functional labor categories; we understand that those will be defined by the offeror in the proposed staffing plan and mapped to the Alliant Small Business labor categories. Are the labor categories specified in section B.7 (and throughout the proposal) referring to the Alliant Small Business contract labor categories, or to the proposed functional categories?	The labor categories specified in section B.7 are referring to the labor categories proposed by the offeror. Per the requirements of the TOR, labor categories that are proposed should be mapped to the Alliant Small Business contract labor categories and consistent with the offeror's Alliant Small Business basic contract.
3	B.7	ORDER PRICING (ALL ORDER TYPES)	The pricing tables allow for Government Site and Contractor Site rates for all labor categories. Does the Government intend to provide space at its site for any or all of the positions? Are there any requirements (e.g. proximity, connectivity) for	Please see the primary place of performance listed in section F of the TOR. The Government requires that the offerors provide labor rates for both on and off site.

## Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
			Contractor site facilities?	
4	C.3.1	CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT	What is the timeline for transitioning each of the current applications to the Three Core environment?	Current timeline is stated in section C of the TOR. This is currently the Government's best estimate for transitioning to the Three Core environment.
5	C.5.2.2	SUBTASK 2.2 – RELEASE PLANNING SUPPORT	What agile management tools is IAE using to support its implementation of the SAFe model?	This will be dependent on the tools that will be utilized under the Common Services task order.
6	C.5.2.2	SUBTASK 2.2 – RELEASE PLANNING SUPPORT	What is the anticipated number of agile teams working concurrently across all projects that would need to be coordinated?	Currently, it is anticipated that this will flex between two to six teams. Ultimately, this is dependent upon IAE Governance and requirements, and will be determined by the Government.
7	C.5.2.3	SUBTASK 2.3- DEVELOP AND MAINTAIN AN IAE INTEGRATED MASTER SCHEDULE	What scheduling products are currently used by the IAE PMO and related development contractors?	Currently, Microsoft Project is the scheduling tool being utilized by the IAE PMO.
8	C.5.2.3	SUBTASK 2.3- DEVELOP AND	Does the IAE IMS reference the project schedules for components or	The IMS will need to incorporate project schedules for components.

## Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
		MAINTAIN AN IAE INTEGRATED MASTER SCHEDULE	incorporate those schedules?	
9	C.5.3.1	SUBTASK 3.1 - PROVIDE TECHNICAL GOVERNANCE SUPPORT	Please clarify the roles of the Technical Governance contractor and Common Services contractor with regard to developing and maintaining Architectural Epics, Features, and Stories.	The Government will define the Architectural Epics, Features, and Stories with support from all applicable IAE contractors to include Technical Governance contractor, Common Services contractor, and Core contractor(s). The Technical Governance contractor will be responsible for assisting the Government in ensuring change management of the artifacts.
10	C.5.3.2	SUBTASK 3.2– PROVIDE DATA MANAGEMENT STANDARDS AND GOVERNANCE SUPPORT	What is the scope and size of the current IAE data model and how much is it expected to grow over time?	The Government provided attachments that contain all the available information regarding the IAE data model at the present time. The current growth for the IAE data set is approximately a terabyte a year.
11	C.5.4.1	SUBTASK 1 – TECHNICAL REQUIREMENTS	What requirements management products are currently used by the IAE PMO and related development	The Government does not currently have a requirements management tool.

Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
		GENERATION	contractors?	
12	C.5.4.2	SUBTASK 2 – PROTOTYPING	How much prototyping does the Government expect to perform?	This is dependent upon IAE Governance and requirements, and will be determined by the Government post award. The Government expects to prototype between two to six prototypes every three months.
13	C.5.4.2	SUBTASK 2 – PROTOTYPING	Would the tools mentioned in the last sentence be specified under the Technical Architecture Standards artifact described in C.5.3.1?	Currently, the Government does not specify any tools specifically to be used for prototyping.
14	C.5.5	TASK 5– USER EXPERIENCE SUPPORT	Is the contractor required to propose (and price) facilities (e.g. human factors laboratory) for evaluation of user experience? Or does the Government intend to develop the capability through the task order?	The Government provided plug numbers for ODCs with the expectation that the costs for user experience and other ancilliary tools and services would be covered underneath them. Offerors shall propose in accordance with sections L and M of the TOR.
15	C.5.7	TASK 7 - PROVIDE CHANGE MANAGEMENT SUPPORT	Is the Technical Governance contractor responsible for providing ongoing change management support, in addition to strategy and planning	The contractor shall be responsible for ongoing support to assist the Government in effectively managing change.

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Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
			for change management?	
16	H.2.2	TECHNICAL GOVERNANCE AND ARCHITECTURE LEAD	Since Certified Agile Practitioner is already a required qualification for the Technical Governance and Architecture Lead, we recommend that the desired qualification be changed from Certified Agile Practitioner to Enterprise Architecture Center of Excellence (EACOE) Enterprise Architect certification.	Please see changes to section H.2.2.
17	L.5	GENERAL INFORMATION	Did the Government calculate the estimated TO value range using Government Site rates, Contractor Site rates, or a mix of both?	The Government estimated the range in anticipation that work would be performed in accordance with the place of performance as stated in the TOR.
18	L.6, L.7	Instructions for Written Cost / Price Proposal	There appears to be some discrepancies between the L.6 and L.7 Cost/Price Proposal sub-items A and G. Tab A refers to SF 33 vs. SF 18, Tab G refers to 'Management Systems' vs. 'Price Explanations'. Please clarify.	These discrepancies were addressed in solicitation amendment 2.
19	L.7, L.8	Submission for Written	Are the electronic copies of the	Electronic copies should be delivered in

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Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
		Cost / Price Proposal and Technical Proposals	proposals to be delivered physically in disk format (e.g. CD)? Or electronically (e.g. as an e-mail attachment)?	CD format.
20	L.7, L.8	Submission for Written Cost / Price Proposal and Technical Proposals	Does the Government require the original proposals (cost/price and technical) in paper or electronic format?	Original proposals and non-electric copies should be delivered in paper format.
21	L.7	Submission for Written Cost / Price Proposal	The last sentence refers to a past performance proposal, but there are no instructions regarding a past performance proposal. Please confirm that a past performance proposal is not required.	Please see revisions to the TOR.
22	L.7	Submission for Written Cost / Price Proposal	L.7.A Price Supporting Documentation (TAB C), requests ‘...a total cost breakdown (to include a summary total for each cost component, e.g., labor, overhead, or general and administrative) to support product price information.’ Since the GSA ASB labor rates have already been determined to be	Please see revisions to the TOR.



Government Response to Vendor Questions

Question #	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
			reasonable at contract award, does the contractor still need to provide a cost/indirect rate build up as support?	
23	L.7	Submission for Written Cost / Price Proposal	<p>L.7.B Supplies or Services and Prices/Costs (Tab B).</p> <p>1) Should the Contractor propose both Gov't-Site and Contractor-Site labor rates for all proposed labor categories?</p> <p>2) Or should the Contractor only propose labor rates to the Gov't-Site or Contractor-Site categories according to how they plan to incur the hours?</p> <p>3) If the answer to 1) above is yes, how should the Contractor calculate 'Total NTE Ceiling'?</p>	Labor categories and labor site rates used by the offeror will depend on the offeror's proposed solution. Total Ceiling amounts should be calculated as grand total dollar amounts for each CLIN.
24	L.8	SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL, PART II	There are no instructions in L.8 regarding the software licensing compliance agreement described in L.6 and referenced in M.5. Please confirm that the written technical proposal should contain the	Please see revisions to the TOR.

## Government Response to Vendor Questions

<b>Question #</b>	<b>PARAGRAPH #</b>	<b>PARAGRAPH TITLE</b>	<b>QUESTION</b>	<b>GOVERNMENT RESPONSE</b>
			confirmation of compliance.	
25	L.10	DELIVERY INSTRUCTIONS	Please clarify the wording of the first sentence; it appears to be missing some content.	Please see revisions to the TOR.
26	M.2	PRICE PROPOSAL EVALUATION	Will the Government's price evaluation be based on Government Site or Contractor Site labor rates?	Price evaluation will be conducted in accordance with FAR 16.505 and the Alliant Small Business contract and ordering guide.

## Government Response to Vendor Questions

#	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
1	Section B.7	Order Pricing (All Order Types) Pricing Tables	If, in accordance with Section F.4, the primary place of performance is GSA Headquarters, should vendors only utilize the government site hourly rate to build up the total NTE ceiling price?	Use of Government Site rates or Contractor Site rates will vary based on the offeror's solution.
2	Section F.4	Place of Performance	The primary place of performance is listed as GSA Headquarters. Question: Does the government intend for all of the proposed staff to be located at GSA Headquarters?	The Government expects Key Personnel to be on site part time, in accordance with the offeror's solution.
3	Section L.6.a, Section L.7.a	Submission of Offers; Submission of the Written Cost/Price Proposal (Part I)	Section L.6 identifies TAB A as SF 33. Section L.7 identifies TAB A as SF 18. Question: Did the government intend to provide an SF 18?	Please see revisions to the TOR.
4	Section L.6.g, Section L.7.g	Management systems (TAB G) Price Explanation (TAB G)	L.6.g states that TAB G is "Management Systems." However, L.7.g states that TAB G is "Price Explanation." Question: What is the title of TAB G and what information should it contain?	Please see revisions to the TOR.
5	Section L.7.b	Submission of the Written Cost/Price Proposal (Part I), Subsection B	Should the submission in Tab B include the Section B detail table listing labor categories, hours, and hourly rates, or should this information only be provided in Tab C?	Tab B submission should include all information under TOR Section B.7; for Labor Hour CLINs, this includes Total Hours, Total NTE Ceiling, and proposed hours and hourly rate for each labor category proposed.
6	Section L.7.c	Submission of the Written Cost/Price Proposal (Part I)	The vendors are instructed to provide the total NTE price offered. Question: Should this price offered exclude the contract access fee, since that is to be "filled in after TO award"?	Subtotal and Total amounts should exclude Contract Access Fee, which will be added as appropriate upon award.
7	Section L.8.1	Project Staffing Plan Table	The Government states that "All Key Personnel proposed shall be available to begin work immediately on the Project Start Date indicated in Section F.5 of this solicitation." There is no Project Start Date listed in Section F.5.	For proposal preparation purposes only, vendors may use an anticipated Project Start Date of September 11, 2014. Actual Project Start Date will depend on Date of Award.

## Government Response to Vendor Questions

#	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
			Question: Would the Government please provide an anticipated start date for planning and assessing Key Personnel availability?	
8	Section L.8.2	Key Personnel Qualification Matrix	The Government states that each KPQM is limited to five pages and there must be a Letter of Commitment signed by each proposed Key Person. Question: Does the Letter of Commitment count as one of the five pages allocated for each KPQM?	The Letter of Commitment does count toward the page limit. Please see revisions to the TOR.
9	Section L.9.1	Oral Technical Proposal Presentation Constraints (Paragraph 2)	It is stated that the “Offerors shall provide 4 appropriately bound hard copies of the presentation materials (including slides, transparencies).” Question: Are these four bound hard copies provided at the oral presentation in addition to the 1 original and 5 copies provided in Part III of the submitted proposal?	The offeror is not required to provide these additional hard copies. Please see revisions to the TOR.
10	Section L.9.2	Oral Technical Proposal Presentation Media	It is stated that “Except for the screen provided in the conference room, the Government will provide no equipment.” Question: To clarify, will the offeror be expected to provide a laptop and projector to facilitate the oral slide presentation?	The offeror shall be responsible for any equipment necessary for the presentation.
11	Attachment G, Attachment H, Attachment K	Attachment G, Attachment H, Attachment K	Attachment G is titled (in the document) Attachment A. Attachment H is titled (in the document) Attachment P. Attachment K is titled (in the document) Attachment T. Question: Are these files titled correctly? How should we refer to them in the proposal?	These attachments were incorrectly titled. The titles within those attachments are hereby corrected; please see revisions to these attachments.
12	Attachment O, RASCI Matrix	Row 1	In the RASCI matrix, our assumption is that the IAE Governance column does NOT apply to the Technical Governance Vendor. Question: Is this assumption correct? Please clarify.	That is correct. IAE Governance refers to the ACE, PCE, FACE, and CCB.
13	Attachment O, RASCI Matrix	Row 1	In the RASCI matrix, our assumption is that the “Technical” column applies to the Technical	That is correct. IAE Governance refers to the ACE, PCE, FACE, and CCB.

## Government Response to Vendor Questions

#	PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE
			Governance Vendor. Question: Is this assumption correct? Please clarify.	
14	Attachment O, RASCI Matrix, Section 5.2.1	Row 44 Logical Architecture Baseline	C.5.2.1 states the contractor shall capture a “conceptual, logical and physical architecture.” Row 44 Logical Architecture Baseline has no entries. Question: Which is authoritative, the SOW or the RASCI matrix?	The SOW is authoritative. The attachment is revised. The baselines come from the Common Services, but any updates and items out of scope of Common Services will come from Technical Governance.
15	Attachment O, RASCI Matrix Section 5.2.2	Row 18 Backlog	C.5.2.2 lists Sprint and Product Backlog as items the contractors “shall provide and maintain.” There is no entry in the RASCI matrix in row 18 Backlog for the Technical contractor. Question: Which is authoritative, the SOW or the RASCI matrix?	The SOW is authoritative. The attachment is revised.
16	Attachment O, RASCI Matrix, C.5.3.1, F.5	Row 46 Architecture Governance	Attachment O lists Architecture Governance, C.5.3.1 talks about the contractor preparing Technical Governance Management Plan, and F.5 lists Technical Governance Standards as a deliverable. Question: Are the three references above for the same document or for different documents?	C.5.3.1 notes that all the bulleted items are part of the Technical Governance Management Plan; the plan includes standards as a subcomponent. The SOW is authoritative over the RASCI Matrix. The deliverable in F.5 is revised to Technical Governance Management Plan.
17	Attachment O, RASCI Matrix, Section C.5.3.2	Row 3 Data Catalog Row 8 Operational Update Patterns Row 13 Governance Framework & Process	C.5.3.2 lists Data Catalog and other items as “contractor shall provide and maintain.” This list doesn’t completely align to the Attachment O RASCI Matrix. For instance, Data Catalog is listed as ‘I’ in the RASCI matrix. Question: Which is the authoritative list?	The SOW is authoritative. The attachment is revised.

# QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

GSQ0014AJ0077

## IAE Technical Governance Support

in support of:

*General Services Administration  
Federal Acquisition Service  
Integrated Award Environment*



FEDSIM Project Number 14030GSM

## **1.0 INTRODUCTION**

This quality assurance surveillance plan (QASP) is pursuant to the requirements listed in task order GSQ0014AJ0077 section C, statement of work (SOW). This plan sets forth the procedures and guidelines GSA, Federal Acquisition Service, Office of Assisted Acquisitions (AAS), FEDSIM and GSA, FAS, IAE will use in ensuring the required performance standards or services levels are achieved by the contractor.

### **1.1 PURPOSE**

The purpose of the QASP is to describe the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards/quality levels identified in the task order and the contractor's quality control plan (QCP), and to ensure that the Government pays only for the level of services received.

This QASP defines the roles and responsibilities of all members of the integrated project team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor's performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results.

### **1.2 PERFORMANCE MANAGEMENT APPROACH**

The SOW structures the acquisition around "what" service or quality level is required, as opposed to "how" the contractor should perform the work (i.e., results, not compliance). This QASP will define the performance management approach taken by GSA, FAS, AAS FEDSIM and GSA, FAS, IAE to monitor and manage the contractor's performance to ensure the expected outcomes or performance objectives communicated in the SOW are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessment. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes for the project are being achieved by the contractor.

Performance management represents a significant shift from the more traditional quality assurance (QA) concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent. This approach migrates away from scrutiny of compliance with the processes and practices used to achieve the outcome. A performance-based approach enables the contractor to play a large role in how the work is performed, as long as the proposed processes are within the stated constraints. The only exceptions to process reviews are those required by law (federal, state, and local) and compelling business situations, such as safety and health. A "results" focus provides the contractor flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved and/or the desired performance levels are being met.

### **1.3 PERFORMANCE MANAGEMENT STRATEGY**

The contractor is responsible for the quality of all work performed. The contractor measures that quality through the contractor's own quality assurance (QA) program. QA is work output, not workers, and therefore includes all work performed under this contract regardless of whether the work is performed by contractor employees or by subcontractors. The contractor's quality assurance plan (QAP) will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the SOW. The contractor will develop and implement a performance management system with processes to assess and report its performance to the designated Government representative. The contractor's QAP will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the SOW. This QASP enables the Government to take advantage of the contractor's QA program.

The Government representative(s) will monitor performance and review performance reports furnished by the contractor to determine how the contractor is performing against communicated performance objectives. The Government will make determination regarding incentives based on performance measurement metric data and notify the contractor of those decisions. The contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

## **2.0 ROLES AND RESPONSIBILITIES**

### **2.1 Contracting Officer**

The contracting officer (CO) is responsible for monitoring contract compliance, contract administration, and cost control and for resolving any differences between the observations documented by the COR and the contractor. The CO will designate one full-time COR as the Government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the contractor's performance, and must be identified and designated by the CO.

### **2.2 Contracting Officer Representative**

The contracting officer's representative (COR) is designated in writing by the CO to act as his or her authorized representative to assist in administering a contract. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper Government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the CO for action. The COR will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the contractor's work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract



### **3.0 IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS**

The required performance standards and/or quality levels are included in the task order and the contractor's QAP following acceptance by the Government.

### **4.0 METHODOLOGIES TO MONITOR PERFORMANCE**

#### **4.1 Surveillance Techniques**

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the Government to evaluate contractor performance when appropriate. The primary methods of surveillance are (include those that apply)

- Random monitoring, which shall be performed by the COR designated inspector.
- 100% Inspection – Each month, the COR, shall review the generated documentation and ensure compliance with the expectations of quality as laid out in the contractor's QAP and the task order.

#### **4.2 Customer Feedback**

The contractor is expected to establish and maintain professional communication between its employees and customers. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints.

Performance management drives the contractor to be customer focused through initially and internally addressing customer complaints and investigating the issues and/or problems but the customer always has the option to communicate complaints to the COR, as opposed to the contractor.

Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed, and must be forwarded to the COR. The COR will accept those customer complaints and investigate using the Quality Assurance Monitoring Form – Customer Complaint Investigation, identified in Attachment 3.

Customer feedback may also be obtained either from the results of formal customer satisfaction surveys or from random customer complaints.

#### **4.3 Acceptable Quality Levels**

The acceptable quality levels (AQLs) included in Attachment 1, Performance Requirements Summary Table, for contractor performance are structured to allow the contractor to manage how the work is performed while providing negative incentives for performance shortfalls. For certain critical activities such as those involving timeliness of deliverables and compliance with the contractor's QCP, the desired performance level is established at 100 percent. Other levels of performance are keyed to the relative importance of the task to the overall mission performance at GSA, FAS, IAE.

### **5.0 QUALITY ASSURANCE DOCUMENTATION**

## **5.1 The Performance Management Feedback Loop**

The performance management feedback loop begins with the communication of expected outcomes. Performance standards are expressed in the task order and assessed using the performance monitoring techniques shown in Attachment 1.

## **5.2 Monitoring Forms**

The Government's QA surveillance, accomplished by the COR, will be reported using the monitoring forms in Attachments 2 and 3. The forms, when completed, will document the Government's assessment of the contractor's performance under the contract to ensure that the required results are being achieved.

The COR will retain a copy of all completed QA surveillance forms.

## **6.0 ANALYSIS OF QUALITY ASSURANCE MONITORING RESULTS**

### **6.1 Determining Performance**

Government shall use the monitoring methods cited to determine whether the performance standards/service levels/AQLs have been met. If the contractor has not met the minimum requirements, it may be asked to develop a corrective action plan to show how and by what date it intends to bring performance up to the required levels.

### **6.2 Reporting**

At the end of each month, the TPOC will prepare a written report for the COR summarizing the overall results of the quality assurance surveillance of the contractor's performance. This written report, which includes the contractor's submitted monthly report and the completed quality assurance monitoring forms (Attachment 2), will become part of the QA documentation. It will enable the Government to demonstrate whether the contractor is meeting the stated objectives and/or performance standards, including cost/technical/scheduling objectives.

### **6.3 Reviews and Resolution**

The TPOC may require the contractor's project manager, or a designated alternate, to meet with the COR and other Government IPT personnel as deemed necessary to discuss performance evaluation. The COR will define a frequency of in-depth reviews with the contractor, including appropriate self-assessments by the contractor; however, if the need arises, the contractor will meet with the COR as often as required or per the contractor's request. The agenda of the reviews may include:

- Monthly performance assessment data and trend analysis
- Issues and concerns of both parties

## QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

- Projected outlook for upcoming months and progress against expected trends, including a corrective action plan analysis
- Recommendations for improved efficiency and/or effectiveness
- Issues arising from the performance monitoring processes.

The COR must coordinate and communicate with the contractor to resolve issues and concerns regarding marginal or unacceptable performance.

The COR and contractor should jointly formulate tactical and long-term courses of action. Decisions regarding changes to metrics, thresholds, or service levels should be clearly documented. Changes to service levels, procedures, and metrics will be incorporated as a contract modification.

## QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

### ATTACHMENT 1: PERFORMANCE REQUIREMENTS SUMMARY

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance	Incentive (Positive and/or Negative) (Impact on Contractor Payments)
Timeliness of Contractor deliverables as defined in section F, of the Task Order	100% compliance excluding approved deviations	99%	TPOC and COR keep track of deliverables and schedule	TBD
Administer quality control program including subcontractor management in accordance with QCP	Contractor is in compliance with QCP 100% of the time	95% unapproved deviations	File reviews, periodic inspections, and random, observations, customer complaints	TBD

**ATTACHMENT 2**

**SAMPLE QUALITY ASSURANCE MONITORING FORM**

**ATTACHMENT 3**

**QUALITY ASSURANCE MONITORING FORM –  
CUSTOMER COMPLAINT INVESTIGATION**

**SERVICE or STANDARD:**

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**SURVEY PERIOD:** \_\_\_\_\_

**DATE/TIME COMPLAINT RECEIVED:** \_\_\_\_\_ AM / PM

**SOURCE OF COMPLAINT:** \_\_\_\_\_ (NAME)

\_\_\_\_\_ (ORGANIZATION)

\_\_\_\_\_ (PHONE NUMBER)

\_\_\_\_\_ (EMAIL ADDRESS)

**NATURE OF COMPLAINT:**

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**RESULTS OF COMPLAINT INVESTIGATION:**

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**DATE/TIME SERVICE PROVIDER INFORMED OF COMPLAINT:** \_\_\_\_\_ AM / PM

**CORRECTIVE ACTION TAKEN BY SERVICE PROVIDER:**

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**RECEIVED AND VALIDATED BY:**

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**PREPARED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# **TASK ORDER REQUEST (TOR)**

**GSC-QF0B -14-32855**

## **IAE Technical Governance Amendment 2**

**in support of:**

***General Services Administration  
Federal Acquisition Service  
Integrated Award Environment***



**Issued to:**

**All Woman Owned Small Businesses (WOSBs) under the Alliant Small Business (ASB)  
Governmentwide (GWAC) Contract**

**Issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405**

**July 16, 2014**

**FEDSIM Project Number 14030GSM**

Task Order Request GSC-QFOB-14-32855, Amendment 2

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

NOTE: The Section numbers in this Task Order (TO) correspond to the Section numbers in the Alliant Small Business Contract.

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Alliant Small Business Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment B

### **B.5 CONTRACT ACCESS FEE**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is ¾ % (i.e., (.0075)) of the total price/cost of contractor performance. This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

### **B.6 ORDER TYPE**

The contractor shall perform the effort required by this TO on a Labor Hour basis for CLINs 0001, 1001, 2001, 3001, 4001 and a Not-to-Exceed (NTE) Cost Reimbursement basis for CLINs 0002, 1002, 2002, 3002, 4002, 0003, 1003, 2003, 3003, 4003, 0004, 1004, 2004, 3004, and 4004.

For CLINs 0001, 1001, 2001, and 3001 the Government reserves the right to transition to Firm-Fixed Priced CLINs, in accordance with FAR 16.103(c), as requirements become better defined.

### **B.7 ORDER PRICING (ALL ORDER TYPES)**

Long distance travel is defined as travel over 50 miles from the primary place of performance identified under section F.4, Place of Performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
FFP	Firm-Fixed-Price
LH	Labor-Hour
NTE	Not-to-Exceed
ODC	Other Direct Cost



SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.1 BASE PERIOD:**

**MANDATORY LABOR CLIN**

<b>CLIN</b>	<b>Description</b>	<b>Total Hours</b>	<b>Total NTE Ceiling</b>
0001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

<b>Labor Category</b>	<b>Hours</b>	<b>Hourly Rate (Government Site)</b>	<b>Hourly Rate (Contractor Site)</b>
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
0002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
0003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
0004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL BASE PERIOD CLINs:** \$\_\_\_\_\_

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.2 FIRST OPTION PERIOD:**

**LABOR CLIN**

<b>CLIN</b>	<b>Description</b>	<b>Total Hours</b>	<b>Total NTE Ceiling</b>
1001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

<b>Labor Category</b>	<b>Hours</b>	<b>Hourly Rate (Government Site)</b>	<b>Hourly Rate (Contractor Site)</b>
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
1002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
1003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
1004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL FIRST OPTION PERIOD CLINs:**

\$ \_\_\_\_\_

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.3 SECOND OPTION PERIOD:**

**LABOR CLIN**

<b>CLIN</b>	<b>Description</b>	<b>Total Hours</b>	<b>Total NTE Ceiling</b>
2001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

<b>Labor Category</b>	<b>Hours</b>	<b>Hourly Rate (Government Site)</b>	<b>Hourly Rate (Contractor Site)</b>
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
2002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
2003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
2004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL SECOND OPTION PERIOD CLINs:**

**\$\_\_\_\_\_**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.4 THIRD OPTION PERIOD:**

**LABOR CLIN**

CLIN	Description	Total Hours	Total NTE Ceiling
3001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

Labor Category	Hours	Hourly Rate (Government Site)	Hourly Rate (Contractor Site)
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
3002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
3003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
3004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL THIRD OPTION PERIOD CLINs:** \$ \_\_\_\_\_

**GRAND TOTAL ALL CLINs:** \$ \_\_\_\_\_

## **B.12 SECTION B TABLES**

### **B.12.1 INDIRECT/MATERIAL HANDLING RATE**

Long Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices.

- If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the task order shall not exceed the rate specified in the schedule of prices above.

### **B.12.2 LABOR RATES**

Labor categories proposed shall be mapped to existing Alliant Small Business labor categories.

### **B.12.3 TIME-AND-MATERIAL/LABOR-HOUR LABOR MIX AND LEVEL OF EFFORT**

The labor mix and level of effort specified in the contractor's proposal and incorporated into this TO are for estimation purposes. The contractor may re-allocate, with prior written approval of the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category within the labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

## **B.13 INCREMENTAL FUNDING**

### **B.13.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding in the amount of \$XXXXX for CLINs \_\_\*\_\_ through \_\_\*\_\_ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through (insert appropriate period e.g., four months or leave a blank line for completion at award), unless otherwise noted in Section B.7. The TO will be modified to add funds incrementally up to the maximum of \$\*\*\*,\*\*\*,\*\*\* over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**Incremental Funding**

<b>CLIN</b>	<b>CEILING</b>	<b>FUNDING</b>	<b>LEFT TO FUND</b>
0001			\$0
0002			\$0
0003			\$0
0004			\$0
Subtotal	\$0	\$0	\$0
1001			\$0
1002			\$0
1003			\$0
1004			\$0
Subtotal	\$0	\$0	\$0
2001			\$0
2002			\$0
2003			\$0
2004			\$0
Subtotal	\$0	\$0	\$0
3001			\$0
3002			\$0
3003			\$0
3004			\$0
Subtotal	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **C.1 BACKGROUND**

In 2003, the Integrated Award Environment (also known as the Integrated Acquisition Environment) was created as an e-Government (e-Gov) initiative under the President's Management Agenda. As part of the e-Gov initiative, the Office of Management and Budget (OMB) designated the General Services Administration as the executive agent of the Integrated Award Environment (IAE).

The concept behind the IAE was to provide Federal Government agencies, contractors, and grant applicants with a shared IT system to manage the acquisition and grants making process from solicitation through closeout. Goals of the IAE Program are to (1) create a simpler, common, integrated business process for buyers and sellers that promote competition, transparency, and integrity; (2) increase data sharing to enable better decisions in procurement, logistics, payment, and performance assessment; and (3) take a unified approach to obtaining modern tools to leverage investment costs for business-related processes.

The IAE facilitates all phases of the federal awards management lifecycle, serves as the entity manager for acquisition and financial assistance (grants and loans) communities, provides market research for contract administration to the federal acquisition community as well as private and commercial firms that are interested in doing business with the Government, and stores information that the public in general seeks on how tax dollars are being spent. The IAE provides data to Government and non-Government stakeholders including the general public. Below are some general statistics about the IAE:

- Contain information on approximately 500,000 active entities doing business or seeking to do business with the Federal Government;
- Track more than five million transactions totaling over \$530 billion in annual obligations;
- Provide visibility to over \$1 trillion in Government contracts at various stages of performance;
- Support over 30,000 monthly customer support inquiries;
- Provide past performance access for over 22,000 contracting professionals access IAE systems each month; and
- Display over 23,000 Federal business opportunities to millions of users each month.

The IAE is governed by the Award Committee for eGovernment (ACE), which includes the Procurement Committee for eGov (PCE) and the Financial Assistance Committee for e-Gov (FACE). Additionally, all IAE operations are coordinated and prioritized by the Configuration Control Board (CCB) that consists of representatives from each of the 24 Chief Financial Operating Officer (CFO) agencies. In response to program audits and requests generated through the OMB techstat processes, the IAE Program Management Office (PMO) initiated an Analysis of Technical Alternatives (ATA). The goal of the ATA was to provide recommendations for IAE to move from a brittle and inflexible solution to a robust, flexible, and open solution. This ATA provides the basis for the future architecture of the IAE, which is to be defined under this task order (Section J - List of Attachments, Attachment M for Alternatives Analysis document). It is anticipated that over the next Fiscal Year, the IAE will mature from a collection of siloed systems to a shared environment that will be transparent, open, and scalable for rapid stand up of

services and functionality. A key component of this shared environment will be technical governance and oversight support provided under this task order.

The IAE future state will be characterized by a use of Agile development, applying DevOps concepts and ensuring continuous integration of the IAE systems. The contractor shall leverage an accepted Agile methodology (i.e. scrum), and assist in achieving the IAE “to-be” architecture based on the following principles:

- User centric design;
- Agile development;
- Data transparency;
- Open source;
- Open APIs;
- Strong testing regime;
- Strict security protocols; and
- Managed code handoffs.

### **C.1.1 PURPOSE**

The purpose of this task order is to provide technical governance, supporting system development, integration, and related PMO management support services to the GSA, Integrated Award Environment Program Management Office (PMO). This support will ensure that the Government is implementing an architecture that fully leverages user centric design, Agile development, data transparency, open source, open APIs, rigorous testing, proper security protocols, and managed code hand-offs.

### **C.1.3 AGENCY MISSION**

The IAE facilitates every phase of the acquisition lifecycle, from market research to contract administration. The Federal Government is working to make the acquisition of goods and services secure, streamlined and cost-effective with IAE. The goal of the IAE initiative is to integrate and unify the federal acquisition process for Government buyers and sellers.

### **C.2 SCOPE**

The scope of this task order includes technical governance and other operation support services necessary for the development of and seamless transition to IAE’s future state, and to ensure integration of services and functionality during the operational phase of the IAE future state. This support shall encompass the current IAE, the transition to the IAE future state, and the operational phase of the IAE future state. The specific requirements include:

- Program and Project Management;
- IAE Architecture Integration and Platform Oversight Support;
- Technical Governance, Data Management, Open Source /Transparency Support;
- Technical Requirements Development Support;
- User Experience Support;
- Business Analysis and Business Case Support; and
- Change Management Support.



Under the IAE future state, this contractor shall support the Government oversight teams to maintain the delivery quality of IAE. The successful delivery of these services requires cooperation and coordination between the contractor, the Government, and third party contractors. The contractor shall be responsible for coordinating with the following groups:

- Common Services Platform contractor;
- Core Services contractor(s);
- Other Development Teams within GSA (either contractors or Government teams) to develop applications as part of IAE;
- External Development Teams to include other Government agencies, private organizations, and citizens; and
- The Independent Validation and Verification (IV&V)/Development Operations (DevOps) contractor.

A detailed description of each parties' roles and responsibilities is contained in Section J, Attachments N, O, and P.

In conjunction, consultation, and at the direction of the Government, the contractor shall be responsible for managing the governance that will ensure integrated architecture components of the IAE future state should appear as a single integrated system to end users. The contractor shall collaboratively work with the Government and any applicable third parties to maintain artifacts and deliverables under this Task Order. The artifacts shall be accessible to the Government at all times. A detailed layout of the current IAE operating environment and the IAE future operating environment is included in section J, attachment Q and R, respectively.

### **C.3 CURRENT AND PLANNED INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT**

During the course of the life of this task order, the IAE IT environment will go through substantial transformation. The following sections highlight the structure and composition of the current IAE IT environment and the planned transformed IAE IT environment. The contractor shall be expected to effectively facilitate technical governance and management of the current IAE IT environment, the transformed IAE IT environment, and the process for achieving the transformed IAE IT environment.

#### **C.3.1 CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT**

Currently, the IAE consists of the following applications:

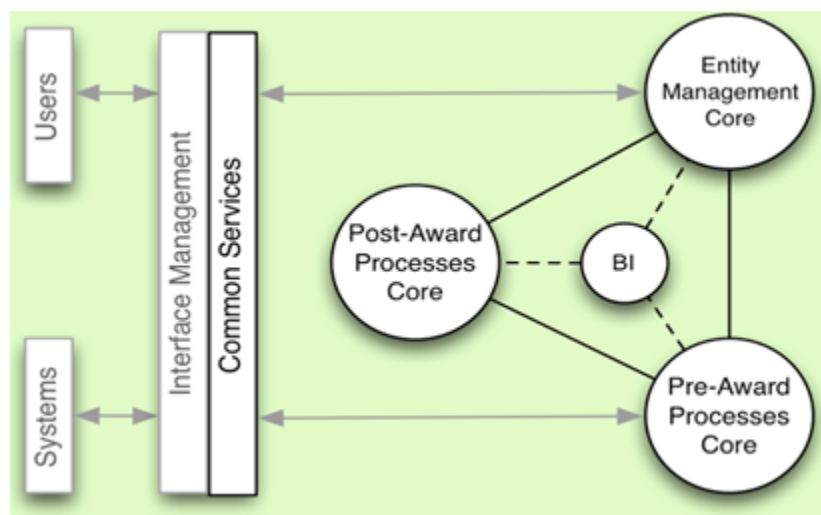
- System of Award Management (SAM)
- Federal Procurement Data System – Next Generation (FPDS-NG)
- USA Spending
- Federal Business Opportunities (FBO)
- Electronic Subcontracting Reporting System (eSRS)
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)

- Contractor Performance Assessment Reporting System (CPARS)
- Federal Awardee Performance and Integrity Information System (FAPIS)
- Past Performance Information Retrieval System (PIPERS)
- Federal Service Desk (FSD)
- Wage Determination OnLine (WDOL)
- Catalog of Federal Domestic Assistance (CFDA)

Please see Section J - List of Attachments, Attachment Q for specific detail on each of the current IAE applications.

### **C.3.2 TRANSFORMED INFORMATION TECHNOLOGY (IT) ENVIRONMENT**

The Analysis of Technical Alternatives provided a high-level and holistic understanding of the performance gaps in the IAE program, documented known performance issues, and proposed a technical architecture that would remedy root causes of current performance gaps. The ATA recommended re-architecting the IAE environment to a three Core and Application Programming Interface (API) model (see below chart). This recommended architecture was coordinated through the techstat process, and, in November of 2013, the ACE approved the IAE program plan to re-architect IAE. The recommended IAE architecture is depicted below:



This recommended approach will refocus SAM as an entity management core, and consolidate the remaining functions performed by the legacy IAE systems into two cores addressing pre award and post award business processes. The estimated timeline for this effort is included in the IAE maturity roadmap located in Section J - List of Attachments, Attachment S. Common services will support the entire environment and establish visualization and customer relationship management layers of business intelligence on top of the data warehouse. User interfaces may be outsourced to third parties via APIs. The Government anticipates using the Agile methodology for application development in IAE. An example of how the Government plans to engage stakeholders and leverage Agile is provided in Section J - List of Attachments, Attachment T.

## **C.4 OBJECTIVE**

The objective of this task order is to assist the Government in achieving a seamless transition to the IAE future state, and to assist the Government in ensuring a managed integration of services into the IAE future state during its operational phase. In its operational phase, the IAE future state architecture will facilitate a comprehensive and seamless user experience that will provide shared services to the acquisition community from a single platform. The contractor shall achieve this by ensuring that the IAE future state is a robust service oriented architecture that includes all facets of the architectural lifecycle, and complies with the following architectural principles:

- IAE must be open;
- IAE must treat data as an asset;
- IAE must use continuous improvement to drive innovation;
- IAE must provide an effective user experience for all its stakeholders;
- IAE business transactions must be time- and cost-measurable; and
- IAE must treat security as foundational.

## **C.5 TASKS**

### **C.5.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT**

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership in the execution of this TO. The contractor shall participate in meetings, teleconferences, email correspondence, and other online collaborative systems to guide the project team to a successful project conclusion.

#### **C.5.1.1 SUBTASK 1.1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the GSA office located at 1800 F Street N.W., Washington, D.C., unless otherwise directed by the Contracting Officer. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from GSA, the CO, COR and other relevant Government personnel.

The contractor shall provide meeting notes NLT5 days after the Kick-Off meeting.

#### **C.5.1.2 SUBTASK 1.2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The PMP shall include the following elements:

- Project Management Approach
- Work Breakdown Structure (WBS)

- Responsibility Matrix to include all associated responsibilities and partnerships with Government organizations/personnel
- Schedule with milestones, tasks, and subtasks required in this Task Order

The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP is an evolutionary document that shall be updated, at a minimum, quarterly. The contractor shall work from the latest Government-approved version of the PMP. The contractor shall ensure its PMP is aligned with the IAE Integrated Master Schedule (IMS).

#### **C.5.1.3 SUBTASK 1.3 – QUALITY ASSURANCE PLAN**

The contractor shall develop a QAP, integrated with the PMP. The contractor shall periodically update the QAP as changes are identified or are necessary.

The QAP provides for inspection of all services and deliverables to verify conformance with acceptability standards specified in the Task Order and industry best practices. The QAP is a living document and shall be revised by the contractor as conditions change.

The QAP shall contain:

- Provisions for responding to and incorporating technical directions and comments from the COR and TPOC
- Descriptions of techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the Task Order
- A description of the methodology that shall be used to ensure the Government receives quality services

#### **C.5.1.4 SUBTASK 1.4 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall develop and provide an MSR (Section J-List of Attachments, Attachment G) via electronic mail to the TPOC and the COR. The MSR shall include the following:

- Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- Personnel gains, losses, and status (security clearance, etc.).
- Government actions required.
- Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Summary of trips taken, conferences attended, etc. (attach trip reports to this MSR for reporting period).
- Organizational Conflict of Interest (OCI) compliance statement

#### **C.5.1.5 SUBTASK 1.5 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall convene a Status Meeting every other week with the TPOC and other Government stakeholders and provide status updates on the work under this task order using a mutually agreed upon format.

The contractor PM shall convene a monthly Contract Activity and Status Meeting with the TPOC, COR, and other vital Government stakeholders. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor PM shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned, to the COR within 5 workdays following the meeting.

#### **C.5.1.6 SUBTASK 1.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted. The contractor shall also keep a summary of all long-distance travel that includes the name of the employee, location of travel, duration of trip, point of contact (POC) at travel location, and general description of the trip purpose.

#### **C.5.1.7 SUBTASK 1.7 – TRANSITION-OUT**

The contractor shall facilitate transition to Government personnel or an incoming contractor at the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the Task Order. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition.
- Transition of key personnel
- Schedules and milestones
- Actions required of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

During transition-out, the contractor shall convene a transition-out lessons learned meeting. The purpose of the meeting is to review the key challenges, risks, and any successes that were realized during each of the project phases, and to present any final recommendations to the Government to ensure successful implementation of IAE. The transition-out lessons learned meeting will take place NLT 30 calendar days prior to expiration of the Task Order and will include a detailed write up of meeting minutes and final recommendations.

## **C.5.2 TASK 2 – ARCHITECTURE INTEGRATION AND PLATFORM OVERSIGHT PLANNING AND SUPPORT**

The contractor shall support the IAE PMO in planning the integration of functionality and components into the new IAE architecture. The contractor shall ensure the integrity of the architecture remains as the functions are added into the architecture, as different vendors are brought on to manage common services and the cores, and as APIs are developed and implemented. The contractor shall oversee the architecture, ensure architectures and systems are engineered to satisfy all information security requirements, and work with IAE to reconcile technical issues that put the IAE architecture at risk. The contractor may be required to provide mediation and troubleshooting support across the architecture and between multiple parties. The contractor shall provide recommendations to the Government who retains ultimate decision making authority.

The architecture planning will start with a baseline architecture defined from the Common Services contractor's proposed architecture. The Technical Governance contractor shall be responsible for using the baseline architecture and creating a technical, architecture document that represents the environment that the Common Services contractor will construct.

The contractor shall support the Government in oversight and management of architectural change. The contractor shall provide the support necessary for IAE to maintain an Integrated Master Schedule (IMS) that ties together all efforts for IAE to achieve a seamless transition and operational state for the IAE future state. The objective of this task is ensure that the IAE architecture is designed to be and remains secure, robust, flexible, and open throughout any changes to the environment.

### **C.5.2.1 SUBTASK 2.1 – ARCHITECTURE PLANNING SUPPORT**

The contractor shall support the planning and evolution of the IAE architecture. The contractor shall document the architecture using the Government-provided architecture tool (currently ProVision) and other tools appropriate to capture a conceptual, logical, and physical architecture.

The contractor shall assist the Government in developing and implementing an IAE architecture integration and management plan to document the architecture baseline, the evolved architecture, the tasks required to manage the architecture, and the associated SOPs. The plan shall be updated monthly, or upon Government request as the architecture matures. The contractor shall meet at least weekly with the IAE TPOC, the appropriate IAE Business Operations (BOPs) Division staff, and other IAE support staff to discuss the IAE architecture management. The topics of discussion should include release planning, Agile sprints, and IAE business priorities.

The architecture integration and management plan shall capture near-, mid- and long-term target architectures. The plan must take into account the IAE roadmap (section J, Attachment S), which will include the integration of components and business functions into the common services and the transition out of those same functions from their legacy systems. The priority of those changes to IAE will be driven by the Government and the governance bodies of IAE.

In order to plan the architecture and integration, the Government will provide information about current IAE operations and configuration. It is expected that as new business requirements or operational issues arise, the architecture will be updated to accommodate those changes. As a part of the IAE architecture and integration plan, the contractor shall assist in the development and maintenance of the following artifacts:

- Architectural life cycle documentation including baseline, transition, and target architectures;
- Architectural change management plan
- Methodology for architectural interrogation (Architectural Change Analysis)
- Requests for change to architecture
- Post architectural implementation review documentation

#### **C.5.2.2 SUBTASK 2.2 – RELEASE PLANNING SUPPORT**

The contractor shall aid the Government is assessing the planning and scope of releases based on resources, architecture, dependencies, and business need. The contractor shall consolidate inputs, provide insight, and track release plans across multiple parties, sprint teams, and across releases. The Government will be integrating new functionality from multiple developers concurrently, and will require input from the contractor to make technical and business decisions.

The Government will be using Agile processes to conduct regular releases. IAE intends to use a modified Scaled Agile Framework (SAFe) model. The contractor shall support both the operational and development arms of Agile work. The contractor shall support the Government in assessing release and iteration planning.

As a part of this subtask, the contractor shall provide and maintain an IAE Release Plan to include the following artifacts:

- Release status, including Release burn down charts
- Sprint Backlog
- Product Backlog
- Scrum Task board
- Release retrospective documentation
- Roadmap of Intended Deliverables (e.g Epics, features)
- Potentially Shippable Increment (PSI) Objectives

#### **C.5.2.3 SUBTASK 2.3- DEVELOP AND MAINTAIN AN IAE INTEGRATED MASTER SCHEDULE**

The contractor shall develop and maintain an IAE integrated master schedule (IMS) that serves as the centralized tool for aggregating and aligning efforts across IAE. The IMS shall contain all milestones, deliverables, and activities that will be occurring to maintain and transform the IAE. The IMS shall provide the following:

- The ability to identify and assess actual progress versus the planned progress;

- The ability to identify and monitor the critical path; and
- A method for prioritizing activities and milestones.

### **C.5.3 TASK 3 – TECHNICAL GOVERNANCE, DATA MANAGEMENT, OPEN SOURCE AND TRANSPARENCY SUPPORT**

The contractor shall support, maintain, and oversee compliance with IAE technical governance standards across the environment, assist in the establishment and implementation of data management standards, and ensure that the IAE future environment is transparent and maximizes open source to the maximum extent practicable.

#### **C.5.3.1 SUBTASK 3.1- PROVIDE TECHNICAL GOVERNANCE SUPPORT**

The contractor shall maintain and oversee compliance with IAE technical governance standards across the environment. The contractor shall document all technical aspects of the environment and architecture including coding development, API governance, and data management in a Technical Governance Management Plan. As a part of the Technical Governance Management Plan, the contractor shall develop and maintain the following artifacts:

- Technical Architecture Standards to document the framework for the architecture, including the architecture metamodel, and tool definitions;
- Technical Architecture Definition of the IAE architecture from the conceptual, logical, and physical levels;
- Coding Standards for development collaboratively defined for purposes of evaluating of code;
- Technical Architecture Change Management Plan to document the methods by which changes to the architecture at any level are proposed, evaluated, approved and captured so as to maintain balance flexibility and control in the technical architecture;
- Architecture Strategy to allow the architecture to evolve and meet Government needs in alignment with the roadmap; and
- Architectural Epics, Features, and Stories.

The contractor shall assess architecture change requests and provide recommendations to the Government. The contractor shall support the Government in managing the corresponding changes as they occur through the Agile development cycle.

#### **C.5.3.2 SUBTASK 3.2– PROVIDE DATA MMANAGMENT STANDARDS AND GOVERNANCE SUPPORT**

The contractor shall work across the IAE to establish data management standards and support the reconciliation of data elements across the legacy IAE environment into the new common services data warehouse. The contractor shall document all facets of data standards, and assist the Government in developing a data management and governance plan for management for across the IAE architecture. The contractor shall use the data models within IAE instance of



ProVision or current Government provided tool to view/mange data models. The contractor shall, work with IAE to implement the plan to ensure IAE data is managed accordingly.

The contractor shall coordinate with IAE to perform quality assurance on the data, manage changes to the metadata including impact on both development and operations, and provide analysis of existing data in support of data quality management. As a part of the Data Management and Governance Plan, the contractor shall provide and maintain the following artifacts:

- Data Catalog
- Data Classification
- Data Model & Standards
- Data Management Plan
- Data Distribution Strategy
- Operational Update Patterns
- Data Interoperability Matrix (end users and systems)
- Data Access Policy and Standards
- Data Strategy and Roadmap, updated from the GFI provided strategy (section J, Attachment S)
- Data Steward Directory
- Business Analytics Roadmap
- Reporting Strategy

#### **C.5.3.3 SUBTASK 3.3-API MANAGEMENT SUPPORT**

The contractor shall develop and implement an Application Programming Interface (API) management plan. The API management plan shall include the following:

- Required activities that integrate IAE technical operations and business operations;
- Process of publishing, promoting and overseeing a APIs in a secure, scalable environment;
- Process for ensuring that APIs and the IAE architecture are able to handle workload;
- Activities to ensure seamless and simple API support;
- Steps to ensure all APIs provide the required functionality, scalability, security, throughput and availability;
- Guidance to ensure that the proper documentation and outreach is designed for each API to meet stakeholder needs;
- A strategy for API change management; and
- Development of statistics to properly manage APIs.

The plan and standards shall be continually updated as the IAE architecture matures according to the IAE integrated master schedule. The standards shall address technical considerations within the IAE architecture such as:

- Approaches to defining representational state of transfer (RESTful) services within IAE such as the Hypertext Application Language (HAL), JavaScript Object Notation (JSON) Schema, etc;
- Tools or standards that will be used to describe RESTful services (e.g. Swagger, RAML);
- Simple Object Access Protocol (SOAP) standards, including appropriate web service specifications (WS-\*) for achieving IAE’s business needs;
- API development best practices for managing versions, translating between different transport mechanisms and formats, and publication;
- API operational best practices for assuring scalability, security, throughput and availability;
- Integration with data.gov and api.data.gov;
- Maintenance of a IAE “/developers” page, as per the OMB open data policies; and
- Approaches to integration with the IAE architecture, such as its Identity and Access Management (IAM) facility.

The contractor shall support the Government in its outreach strategy for disseminating APIs. This may include aiding the Government in answering questions from thirdparty API users as to how IAE APIs are to be used and supported. This may include “hackathons” that involve IAE APIs. The API management plan should take this into account.

#### **C.5.4 TASK 4 – TECHNICAL REQUIREMENTS DEVELOPMENT SUPPORT**

The contractor shall provide technical requirements capture and development support. The contractor shall be capable of supporting Agile development occurring within a CMMI standards based environment to ensure the benefits of both practices. Technical requirements shall be appropriately documented and maintained in an IAE library. Technical requirements shall be updated as required for pre and post transition requirements. Types of technical requirement development support needed include:

- Translation of business requirements into the technical requirements;
- Capture and development of API documentation for technical requirements as derived from business processes and business requirements;
- Capture and development of technical business rules (may be within API documents, may be within a business rules infrastructure);
- Support for screen mockups and throw-away prototypes;
- Technical Transition requirements for the new IAE environment; and
- Methodology to derive resources bandwidth to adequately manage backlog across the IAE
- Technical Story Backlog

##### **C.5.4.1 SUBTASK 1 – TECHNICAL REQUIREMENTS GENERATION**

The contractor shall aid the Government in producing technical requirements which reflect the functional requirements of IAE. These requirements will be used to execute releases by software developers. These requirements shall be captured through an Agile development processes, and shall be in line with IAE business processes.

The contractor shall support the Government in the generation of user stories, mockups, and API definitions. The API definitions shall be represented in a test-based manner, in order for the developer to have a clear understanding of the expectation of the API operations at the time of a release or the completion of a sprint. The Government will use these definitions both as part of the publication to API users, and to guide development of those APIs within IAE. The contractor shall provide and maintain the following artifacts:

- Technical Stories for components to support business processes; and
- Non-functional requirements documents.

#### **C.5.4.2 SUBTASK 2 – PROTOTYPING**

The contractor shall support the Government by developing nonproduction prototypes designed to vet decisions around changes to the architecture that improve user experience. These prototypes will be used as a demonstration of a capability to the program office, its governance boards, and its stakeholders in order to receive feedback. They will not be expected to be production-ready. The code for the prototypes will be owned by the Government and may be used to inform changes to production code.

Prototyping will also be used to assess level of effort for planned activities within IAE.

The Government will work with the contractor to determine an appropriate commonly known language to use for prototyping. It is preferred that the contractor use tools described within the technical governance to promote reuse within IAE.

#### **C.5.5 TASK 5– USER EXPERIENCE SUPPORT**

The contractor shall assist the Government to develop and document user experience and user interface guidelines for the IAE architecture pre and post transition. The contractor shall manage the IAE environment to the guidelines pre and post transition into the IAE architecture.

As required, the contractor shall provide facilities for evaluation of user experience. This can include facilities for observing users interacting with IAE applications, heat maps of website usage, and other user interface and user experience analysis. The end goal of such analyses would be to improve the overall user experience of IAE applications.

The contractor shall provide user experience support for the development of plain language interpretations of acquisition and award concepts to document the Federal grants and contracting processes. The contractor shall provide and maintain the following artifacts:

- Analytics reports using IAE analytics tool
- Cross-Component and Cross-Program Design guides for user experience

#### **2.5.6 TASK 6 – BUSINESS ANALYSIS AND BUSINESS CASE SUPPORT**

The contractor shall provide business analysis and business case support for the IAE environment pre and post transition to the new IAE environment. The contractor shall:

- Support analysis of business cases around new requirements including high-level cost/benefit analyses;
- Develop business requirements documents as new functional requirements evolve;
- Provide costing expertise to help calculate costs of potential investments;
- Support the development of business transition plans into the IAE environment; and
- Define and develop business functions in IAE instance of ProVision to include association of all business functions with underlying technical components.

#### **C.5.7 TASK 7 – PROVIDE CHANGE MANAGEMENT SUPPORT**

The contractor shall provide change management strategy support that will result in a comprehensive IAE Change Management Plan. This plan will help to ensure that different milestones during transition from IAE current to future state will be adopted by stakeholders. This plan shall address common obstacles to change, and have the overall objective of ensuring adoption of the IAE future state throughout the acquisition community of interest.

## SECTION D - PACKAGING AND MARKING

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **D.1 PRESERVATION, PACKAGING, PACKING, AND MARKING**

All deliverables submitted to the Government shall indicate the contract number, TO number, contractor's name, description of items contain therein and the consignee's name and address for which the information is being submitted. The contractor shall follow the marking requirements specified by the Government.

## SECTION E - INSPECTION AND ACCEPTANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **E.2 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by COR in consultation with the TPOC identified in section G.3.5.1 of this TO.

### **E.3 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.4 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

### **E.5 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

## SECTION E - INSPECTION AND ACCEPTANCE

### **E.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/ COR will provide written notification of acceptance or rejection of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.7 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

## SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **F.3 TASK ORDER PERIOD OF PERFORMANCE**

The period of performance for this TO is a one year base period with three one year option periods.

### **F.4 PLACE OF PERFORMANCE**

The primary place is GSA Headquarters located at 1800 F St NW, Washington, D.C. 20405, and the contractor may be required to attend meetings at other contractor locations in the Washington, DC metropolitan area. Limited long distance travel may occur under this task order, and must be approved in advance by the COR.

### **F.5 DELIVERABLES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

IAW: In Accordance With

All references to Days: Government Workdays (unless otherwise specified)

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Project Start (PS)	NA	TOA
Kick-Off Meeting	C.5.1.1	NLT 10 days after TOA
Copy of TO (initial award and all modifications)	F.5.1	NLT 10 days after TOA and NLT 5 days following each Task Order modification
Project Management Plan – Draft	C.5.1.2	At Task Order Kick-Off Meeting
Project Management Plan – Final	C.5.1.2	To be submitted 10 days following Government comments on draft PMP
Monthly Status Report	C.5.1.4	Monthly NLT 10 <sup>th</sup> calendar day of the next month
Technical Status Meetings	C.5.1.5	Once every other week
Trip Report(s)	C.5.1.6	NLT 10 days following each trip



## SECTION F – DELIVERABLES OR PERFORMANCE

MILESTONE/DELIVERABLE	SOW REFERENCE	PLANNED COMPLETION DATE
Transition-Out Plan	C.5.1.7	NLT 90 calendar days prior to end of TO
Transition-Out Lessons Learned Meeting	C.5.1.7	NLT 30 calendar days prior to end of TO
IAE Architecture Integration and Management Plan	C.5.2.1	IAW the PMP Schedule and updated monthly
IAE Release Plan	C.5.2.2	IAW the PMP Schedule
IAE Integrated Master Schedule	C.5.2.3	IAW the PMP Schedule
Technical Governance Management Plan	C.5.3.1	IAW the PMP Schedule
Data Management and Governance Plan	C.5.3.2	IAW the PMP Schedule
Data Governance Charter	C.5.3.2	IAW the PMP Schedule
API Management Plan	C.5.3.3	IAW the PMP Schedule
Technical Requirements Documentation	C.5.4	IAW the PMP Schedule
UX/UI Documentation	C.5.5	IAW the PMP Schedule
Business Analysis/Business Case Support	C.5.6	IAW the PMP Schedule
IAE Change Management Plan	C.5.7	IAW the PMP Schedule

### F.5.1 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### F.5.2 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the GSA's designated repository. The following are the required electronic formats; the contractor's versions must be compatible with the latest, commonly available version on the market.

## SECTION F – DELIVERABLES OR PERFORMANCE

- Text MS Word
- Spreadsheets MS Excel
- Briefings MS PowerPoint
- Drawings MS Visio
- Schedules MS Project

### **F.6 PLACE(S) OF DELIVERY**

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) or Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM  
ATTN: Michael Skorny COR

1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: (571) 329-8238  
Email: Michael.skorny@gsa.gov

Copies of all deliverables shall also be delivered to the GSA, IAE TPOC at the following address:

TBD

### **F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment H as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **G.3.5 CONTRACTING OFFICER'S REPRESENTATIVE**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **G.3.5.1 CONTRACT ADMINISTRATION**

##### Contracting Officer

Melicent Nhan  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 703-603-8106  
Email: melicent.nhan@gsa.gov

##### Contracting Officer's Representative:

Michael Skorny  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 571-329-8238  
Email: Michael.skorny@gsa.gov

##### Technical Point of Contact:

Provided after award.

### **G.9.6 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: *(from GSA Form 300, Block 2)*  
Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*  
FEDSIM Project Number: GS00691  
Project Title: IAE Technical Governance

## SECTION G – CONTRACT ADMINISTRATION DATA

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned ID and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **G.9.6.1 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the client POC for review prior to its submission to GSA.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

#### **G.9.6.1.2 LABOR HOUR CLINs**

The contractor may invoice monthly on the basis of cost incurred for the LH CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding TO ceiling rate
- f. Cost incurred not billed

#### **G.9.6.1.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLIN. The invoice shall include the period of performance covered by the invoice and the CLIN number

## SECTION G – CONTRACT ADMINISTRATION DATA

and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

### **G.9.6.1.4 TRAVEL**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the Joint Travel Regulation/Federal Travel Regulation. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Lodging costs
- k. Total charges
- l. Explanation of variances exceeding 10% of the approved versus actual costs
- m. Indirect Handling Rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **H.2 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government encourages and will evaluate additional Key Personnel as proposed by the offeror.

- a. Program Manager (PM)
- b. Technical Governance and Architecture Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

#### **H.2.1 PROGRAM MANAGER**

The contractor shall provide a Program Manager who is responsible for the day to day oversight of contractor personnel and task order performance. The PM shall have the authority to make commitments on behalf of the contractor regarding schedule, personnel, and performance, and shall be responsible for responding to Government issues, concerns, or problems. The PM should proactively address all Government concerns to the best of their ability.

It is required that the PM has the following experience:

- Project Management Institute (PMI), Project Management Professional (PMP)

It is desirable that the PM has the following:

- Experience with successfully planning, directing, and managing complex projects or operations of a similar nature, size and scope as required under this task order;
- Experience with designing IT architectures with diverse sets of complex applications, databases, network connections, and communications subsystems to facilitate Agile IT development for projects in the Federal Government;
- Experience in a Federal Government context with establishing a robust data governance and management framework that allows for Agile IT;
- Experience in leading projects with significant political visibility and a diverse set of stakeholders throughout the project lifecycle;
- Familiarity with the Federal Procurement process and the Federal Assistance process;
- ITIL v3.x Foundation Qualification; and
- Certified Agile Practitioner.

#### **H.2.2 TECHNICAL GOVERNANCE AND ARCHITECTURE LEAD**

It is required that the Technical Governance and Architect has the following experience:

- Certified Agile Practitioner

It is desirable that Technical Governance and Architect qualifications:

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Experience in managing and governing architectures composed with similar technologies, complexity across multiple vendors with information technology contracts that include a service desk;
- Experience as an enterprise and systems architect on environments of similar size, scope, and complexity;
- Experience in the development and management of APIs for architectures of similar size, scope, and complexity;
- Certified Agile Practitioner;
- ITIL v3.x Foundation Qualification; and
- PMI PMP, or another widely recognized PMP Certification.

### **H.2.3 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6, Alternate IV Termination (Cost Reimbursement).

### **H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government anticipates providing Government Furnished Property (GFP) under this Task Order. This includes hardware, software, and intellectual property or Government Furnished Information. All diagrams, architectural design drawings, and other related requirements documents being provided in section J of this Task Order shall be considered property of the Government. The Government will track GFP being issued to contractor for performance of this Task Order. Currently, the Government anticipates issuing the following GFP in addition to the intellectual property contained in Section J of this Task Order:

- Government owned laptops
- ProVision software licenses

### **H.7 SECURITY CONSIDERATIONS**

The contractor shall comply with GSA Order 2100.1 - "IT Security Policy", GSA Order ADM 9732.1C - "Suitability and Personnel Security", and OCHCO/OCIO HSPD-12 Personal Identity Verification and Credentialing Standard Operating Procedures (SOP). Background investigations are required for access to GSA information systems. The contractor shall adhere to all security-related laws, requirements and regulations that bind the Government.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

The contractor shall comply with agency personal identity verification procedures that implement Homeland Security Presidential Directive - 12 Information Processing Standards Publication (FIPS PUB) Number 201. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal Information system. Work on this project may require contractor personnel to have access to limited information to fully integrate financial, operational, procurement, and personnel data. The clearance is considered sensitive, but unclassified.

Contractor personnel working under this Task Order will not be required to have a security clearance. Selected contractor employees may be required to complete mandatory Security Awareness and Privacy Training (this training is often provided internally by GSA).

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the task order. The contractor shall implement procedures to ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive Government information, data, and/ or equipment. The contractor's procedures shall be consistent with Government and GSA policies, including GSA Order 2100.1, Information Technology Security Policy (or most current version), OMB Memorandums & Circulars, FISMA, the Computer Security Act of 1987, and the Privacy Act.

### **H.9 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **H.9.1 ORGANIZATIONAL CONFLICT OF INTEREST**

If the contractor has or is currently providing support or anticipates providing support to GSA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

The awardee shall be ineligible from proposing as a prime contractor or serving as a subcontractor on any procurement issued by GSA for work involving any aspect of the Integrated Award Environment for the duration of the contract. There is **no** mitigation strategy to resolve this organizational conflict of interest.

#### **H.9.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, (insert Attachment reference)) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:



## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form (Section J, E) prior to the commencement of any work on the TO,
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information, And
- c. Are instructed in FAR Part 9 for third party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

### **H.14 SECTION 508 COMPLIANCE REQUIREMENTS**

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

### **H.16 COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

### **H.23 TRAVEL**

#### **H.23.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.

#### **H.23.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the (insert either the Federal Travel Regulations (FTR).

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **H.24 ODCs**

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO and without complying with the requirements of Section H.26, Commercial Software Agreements.

### **H.25 COMMERCIAL SOFTWARE AGREEMENTS**

H.25.1 The Government understands that commercial software tools that may be purchased in furtherance of this Task Order as described in section C.5 and as contemplated in the Tools and ODC CLINs in section B.7 may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as "clickwrap" or "browsewrap" (collectively, "Software Agreements"). The parties acknowledge that the FAR clause at 12.212(a) requires the Government to procure such tools and their associated documentation under such Software Agreements to the extent such Software Agreements are consistent with Federal law.

H.25.2 In order to ensure that the Software Agreements are consistent with Federal law, the contractor shall not make any purchase contemplated in section C.X above without first securing the consent of the licensor of such software tools to amend the Software Agreements in accordance with the Amendment clause set forth in section H.25.4 below. The contractor shall submit documentary evidence of such consent as part of its technical proposal.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.25.3 The requirements of this section H.25.3 apply only to those commercial software tools newly purchased under this Task Order; they do not apply to software furnished as GFI/GFE (if any). Further, they apply only to those Software Agreements that define the Government as the licensee or are intended to be transferred or assigned to the Government, with the Government becoming the licensee, at the end of this TO.

H.25.4 As used in the Amendment clause, the term "this Agreement" refers to each Software Agreement. The relevant definitions and the capitalization of terms (e.g., Licensee, Licensor, Software, Agreement) may be adjusted as necessary to match the nomenclature of the Software Agreement.

### Amendment

For Federal Government Licensees, this Agreement is hereby amended as follows:

1. ***Dispute resolution and governing law:*** Any arbitration, mediation or similar dispute resolution provision in this Agreement is hereby deleted. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the United States of America, and dispute resolution shall take place in a forum, and within the time period, prescribed by applicable federal law. To the extent permitted by federal law and then only to the extent not pre-empted by federal law, the laws of the state specified in this Agreement (excluding its choice of law rules) will apply. No equitable or injunctive relief, and no shifting of legal fees or costs, may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
2. ***Indemnification:*** Any provisions in this Agreement requiring any Federal Government Licensee to indemnify any party are hereby deleted and shall not apply. Any provisions requiring the licensor to indemnify the Federal Government Licensee shall be revised to state that such indemnification, and the conduct and/or settlement of any applicable proceedings, shall be subject to 28 USC 516.
3. ***Changes in templates:*** This Agreement shall apply in the version attached hereto. Subsequent updates to or changes in the licensor's standard commercial templates for such agreements shall not be binding on the Federal Government Licensee, except by prior express written agreement of both parties.
4. ***Fees, taxes and payment:*** If the Software is licensed as part of a separate Government contract between the Federal Government Licensee and a prime contractor, the provisions of such contract regarding fees, taxes and payment shall supersede any provisions of this Agreement regarding same. Notwithstanding the foregoing: (a) express written agreement of the Federal Government Licensee shall be required prior to (i) any extension or renewal of this Agreement or the associated fees or (ii) any change in the fees; (b) late payments shall be governed by the Prompt Payment Act and the regulations at 5 CFR 1315; and (c) no cost of collection on delinquent invoices may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
5. ***Assignment:*** Licensor may not assign this Agreement or its rights or obligations there under, in whole or in part, except in accordance with the procedures set forth in FAR subparts 32.8 and/or 42.12, as applicable.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

6. ***No waiver of liability or cause of action:*** Any provision requiring the Federal Government Licensee to agree to waive or otherwise not to pursue any claim against the licensor it may otherwise have is hereby deleted. Without limiting the generality of the foregoing, the parties agree that nothing in this Agreement, including but not limited to the limitation of liability clauses, in any way grants the licensor a waiver from, release of, or limitation of liability pertaining to, any past, current or future violation of federal law and that no clause restricting users' statements shall be read to restrict the Federal Government Licensee's ability to pursue any course of action otherwise permitted by federal law, regulation, or policy, including without limitation making public statements in connection with any suspension or debarment action.
7. ***Audit:*** Any clauses in this Agreement allowing for an audit of the Federal Government Licensee's records or information systems, or verification of its compliance with this Agreement generally, shall be subject to the Federal Government Licensee's requirements pertaining to security matters, including without limitation clearances to be held and non-disclosure agreements to be executed by auditors, badging or escorting requirements for access to premises, and other applicable requirements. Any over-use identified in an audit shall be referred to the prime contractor or the Federal Government Licensee's contracting officer (as applicable) for action. No audit costs may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
8. ***Compliance with laws:*** The parties acknowledge that the United States, as a sovereign, is subject to the laws of the United States. Nothing in this Agreement shall be interpreted to imply consent by any Federal Government Licensee to submit to the adjudicative or enforcement power of any regulatory, administrative, or judicial authority of, or the application of the laws of, another jurisdiction. Any provision inconsistent with applicable federal law that is not listed above is hereby deemed omitted from this Agreement to the extent of such inconsistency.
9. ***Third party terms:*** Any third party licensing terms associated with third-party software components or products embedded in or otherwise provided with the Software shall be deemed amended in accordance with sections 1-8 above.

### **H.26 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply. The Software Agreements referenced in section H.25, amended as contemplated therein, shall be deemed to constitute such disclosure with regard to their associated commercial software tools and shall prevail over any inconsistent provision in FAR 52.227-14 to the extent of such inconsistency.

## SECTION I – CONTRACT CLAUSES

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. The full text of a provision may be accessed electronically at:

FAR website: <https://www.acquisition.gov/far/>

Clause No	Clause Title	Date
52.216-31	Time-and-Materials/Labor-hour Proposal Requirements— Commercial Item Acquisition	(Feb 2007)
52.217-8	Option to Extend Services Fill-In Date: 30 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract Fill-In Date: (a) 30 days Fill-In Date: (b) 60 days Fill-In Date: (c) 4 years and 6 months	(Mar 2000)
52.227-14	Rights in Data – General	(Dec 2007)
52.227-14	Rights In Data – General Alternates II and III	(Dec 2007)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-40	Providing Accelerated Payment to Small Business Subcontractors	(Dec 2013)

### **I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

Clause No.	Clause Title	Date
552.232.25	Prompt Payment	(Nov 2009)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

## SECTION J – LIST OF ATTACHMENTS

### **J.1 LIST OF ATTACHMENTS**

All attachments are electronically attached.

<b>Attachment</b>	<b>Title</b>
A	COR Appointment Letter
B	Acronym List
C	Travel Authorization Template (electronically attached .xls) (To be provided after TOA)
D	Consent to Purchase/Request to Initiate Purchase Template (electronically attached .xls) (To be provided after TOA)
E	Corporate Non-Disclosure Agreement
F	Government-Furnished Property (To be provided at TOA for current list see Section H.5, Government-Furnished Property)
G	Sample Monthly Status Report
H	Sample Problem Notification Report
I	Deliverable Acceptance-Rejection Report
J	Project Staffing Plan Template (To be removed at TOA)
K	Key Personnel Qualification Matrix (To be removed at TOA)
L	Offeror Q&A Template (To be removed at TOA)
M	IAE Analysis of Alternatives
N	IAE Roles and Responsibilities Description
O	IAE RASCI Matrix
P	IAE Roles and Responsibility Scope
Q	IAE Current Environment
R	IAE Future Environment Domain Diagrams
S	IAE Maturity Roadmap
T	IAE Agile Development Engagement Chart

## **K.1 NOTICE OF WOSB SET-ASIDE**

### **FAR 52.219-30 Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Jul 2013)**

(a) *Definitions.* “Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

“WOSB Program Repository” means a secure, Web-based application that collects, stores, and disseminates documents to the contracting community and SBA, which verify the eligibility of a business concern for a contract to be awarded under the WOSB Program.

(b) *Applicability.* This clause applies only to--

- (1) Contracts that have been set aside or reserved for WOSB concerns eligible under the WOSB Program;
- (2) Part or parts of a multiple-award contract that have been set aside for WOSB concerns eligible under the WOSB Program; and
- (3) Orders set aside for WOSB concerns eligible under the WOSB Program, under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) *General.*

- (1) Offers are solicited only from WOSB concerns eligible under the WOSB Program. Offers received from concerns that are not WOSB concerns eligible under the WOSB program shall not be considered.
- (2) Any award resulting from this solicitation will be made to a WOSB concern eligible under the WOSB Program.
- (3) The Contracting Officer will ensure that the apparent successful offeror has provided the required documents to the WOSB Program Repository. The contract shall not be awarded until all required documents are received.

(d) *Agreement.* A WOSB concern eligible under the WOSB Program agrees that in the performance of the contract for--

- (1) Services (except construction), the concern will perform at least 50 percent of the cost of the contract incurred for personnel with its own employees;

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
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(2) Supplies or products (other than procurement from a non-manufacturer in such supplies or products), the concern will perform at least 50 percent of the cost of manufacturing the supplies or products (not including the costs of materials);

(3) General construction, the concern will perform at least 15 percent of the cost of the contract with its own employees (not including the costs of materials); and

(4) Construction by special trade contractors, the concern will perform at least 25 percent of the cost of the contract with its own employees (not including cost of materials).

(e) *Joint Venture*. A joint venture may be considered a WOSB concern eligible under the WOSB Program if--

(1) It meets the applicable size standard corresponding to the NAICS code assigned to the contract, unless an exception to affiliation applies pursuant to 13 CFR 121.103(h)(3);

(2) The WOSB participant of the joint venture is designated in the System for Award Management as a WOSB concern eligible under the WOSB Program;

(3) The parties to the joint venture have entered into a written joint venture agreement that contains provisions--

(i) Setting forth the purpose of the joint venture;

(ii) Designating a WOSB concern eligible under the WOSB Program as the managing venturer of the joint venture, and an employee of the managing venturer as the project manager responsible for the performance of the contract;

(iii) Stating that not less than 51 percent of the net profits earned by the joint venture will be distributed to the WOSB;

(iv) Specifying the responsibilities of the parties with regard to contract performance, sources of labor, and negotiation of the WOSB contract; and

(v) Requiring the final original records be retained by the managing venturer upon completion of the WOSB contract performed by the joint venture.

(4) The joint venture must perform the applicable percentage of work required in accordance with paragraph (d) above; and

(5) The procuring activity executes the contract in the name of the WOSB concern eligible under the WOSB Program or joint venture.

(f) *Nonmanufacturer*. A WOSB concern eligible under the WOSB Program that is a non-manufacturer, as defined in 13 CFR 121.406(b) or FAR 19.102(f), may submit an offer on a



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WOSB requirement with a NAICS code for supplies, if it meets the requirements under the non-manufacturer rule set forth in those regulations.

(End of clause)

**K.1 SMALL BUSINESS PROGRAM REPRESENTATIONS**

**FAR PART 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2012)**

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 518210.

(2) The small business size standard is \$30.0 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. *[Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision.]* The offeror represents as part of its offer that—

(i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
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(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (b)(4) of this provision.] The offeror represents as part of its offer that--

(i) It ☐ is, ☐ is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(7) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(6) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(8) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that –

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(8)(i) of

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this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [*The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.*] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision--

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

“Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern,” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

“Veteran-owned small business concern” means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

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“Women-owned small business concern,” means a small business concern --

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(d) *Notice.*

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment;  
and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of Provision)

**L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. The solicitation provisions and/or contract clauses are available in either HTML or PDF format at:

<https://www.acquisition.gov/far>

Clause No	Clause Title	Date
52.215-1	Instructions to Offerors-Competitive Acquisition	(JAN 2004)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV	(OCT 2010)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(MAY 1999)

**L.2 GENERAL INSTRUCTIONS**

- a. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 33, "Solicitation, Offer, and Award," completed and signed by the offeror, Block 17 constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the SF 33 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- b. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.
- c. The Government may make award based on initial offers received, without discussion of such offers. Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- d. Offerors submitting restrictive data will mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors-Competitive Acquisition, which is incorporated by reference. Clause 52.215-1 states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall –

Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a TO is awarded to this offeror as a result of--or in connection with--the submission of this data, and the Government incorporates the proposal as part of the award, the Government shall

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

have the right to duplicate, use, or disclose the data. Also, this restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

- e. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- f. The authorized negotiator or the signatory of the SF 33 will be notified of the date and time of the oral technical proposal presentation. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.
- g. This procurement is conducted under the procedures of FAR Subpart 16.5. The policies and procedures of FAR Subpart 15.3 do not apply.

### **L.3 SUBMISSION OF QUESTIONS**

Offerors are requested to utilize the "offeror Q&A template" included in section J of this solicitation for submission of questions. Offerors shall submit their questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified for receipt of questions. **Questions or requests for extension submitted after the cut-off date will not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

### **L.4 RESERVED**

### **L.5 GENERAL INFORMATION**

The total estimated of CLINS 0001, 1001, 2001, and 3001 value of this TO is between \$8.6 million and \$9.6 million over the life of the TO. The estimate does not include Long Distance Travel and ODCs. Any proposal that is not within this range shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range. Additionally, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract. The offeror shall use the Government provided plug numbers in Section B.7 for Long Distance Travel and ODCs.

Proposals will be valid for a period of 120 calendar days from the date of delivery.

## **L.6 SUBMISSION OF OFFERS**

Each offer shall be in three parts. The offeror shall submit all on the due date indicated on SF 33.

Part I is the written Cost/Price proposal and shall contain the following:

- a. Solicitation, Offer and Award (SF 33) (TAB A)
- b. Section B – Supplies or Services and Prices/Costs (TAB B)
- c. Cost/Price Supporting Documentation (TAB C)
- d. Cost/Pricing Assumptions (TAB D)
- e. Organizational Conflict of Interest Statement (TAB E)
- f. Contract Registration (TAB F)
- g. Management Systems (TAB G)
- h. Price Explanation (TAB H)
- i. System for Award Management (SAM) Record Certifying WOSB status at time of proposal (TAB I)

Part II is the written Technical Proposal and shall contain the following:

- a. Key Personnel Qualification Matrix, including Letters of Commitment
- b. Project Staffing Plan Table
- c. Software Licensing Compliance Statement
- d. Technical Assumptions (if any)

Part III is the oral technical proposal presentation and shall contain the following:

- a. Technical and Management Approach
- b. Key Personnel and Project Staffing Approach

The CO will schedule the oral technical proposal presentation after all proposals are received. The oral technical proposal presentation shall contain the information shown in paragraph L.10.

## **L.7 SUBMISSION OF THE WRITTEN COST/PRICE PROPOSAL (PART I)**

Written Cost/Price Proposals shall be submitted as an original, 1 paper copy, and an electronic copy. The offeror shall submit all proposed costs using Microsoft Excel software utilizing the formats without cells locked and include all formulas. The proposal shall contain the following tabs:

- a. Request for Quotation (SF 33) (Tab A). When completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offerors shall sign the SF 33 in Block #17.
- b. Supplies or Services and Prices/Costs (Tab B). The offeror shall indicate the price to be charged for each item in Section B - Supplies or Services and Price/Costs rounded to the nearest whole dollar.
- c. Price Supporting Documentation (Tab C). The information requested in the quote is required to enable the Government to perform a cost or price analysis. The offeror shall

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

prepare one summary schedule (Section B – Supplies or Services and Prices/Costs) which provides the total NTE amount for each CLIN and the total NTE price offered. Along with the summary schedule, the offeror is required to provide full back-up documentation for each CLIN and proposed Task Area. The back-up documentation shall detail the labor categories to be used, labor hours proposed by category, and material and equipment costs, and a total cost breakdown (to include a summary total for each cost component, e.g., labor, overhead, or general and administrative) to support product price information. The offeror shall identify the discounts offered by the offeror and/or the offeror's teaming partners(s), and, if necessary, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract..

- d. Cost/Pricing Assumptions (Tab D). Offerors must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price Quote is based.
- e. Organizational Conflict of Interest Statement (Tab E). The offeror shall complete and sign an OCI Statement in which the offeror (and any subcontractors, consultants, or teaming partners) disclose information concerning actual or potential OCI affecting the offeror's quote or any work related to this TOR, as it relates to the provisions of Section H.9.1. The statement should be accompanied by the offeror's plan for mitigation, avoidance, or neutralization, if appropriate.
- f. Contract Registration (Tab F). The offeror shall submit a statement that the contract vehicle under which this quote is being submitted has been registered in TOS (<https://portal.fas.gsa.gov>) and that all information in TOS is up-to -date.
- g. Management Systems (Approved Cost Accounting and Purchasing System) (Tab G). The offeror shall describe all applicable management systems (e.g., accounting, estimating, purchasing). If applicable, the offeror shall specifically include the date of the last DCAA/DCMA (or other designated responsible Government agency, if applicable) cost accounting system and purchasing system audits, a copy of the results of the audits, audit report number, and date determined adequate. This shall include verification in a form acceptable to the Government of the currently determined adequate systems [e.g., copy of most recent Government purchasing system approval and Government Cost Accounting System adequacy letter]. The offeror shall additionally include the name, office, and phone number of their cognizant DCAA/Government audit agency and DCMA/Government Administrative Contracting Officers (ACO) who is responsible for any cost accounting and purchasing system reviews of the contractor.
- h. Price Explanation (Tab H). If the offeror's price is outside the range contained in Section L.5, the offeror shall describe as to why its proposal is above or below the range in Section L.5. The offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range. If necessary, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract.
- i. SAM Record (Tab I). The offeror shall provide certification of its status as a WOSB eligible under the WOSB program in accordance with the information contained in Section K of this TOR.



**Pursuant to Section L.6 (Submission of Offers Section), offerors shall not include any cost/Price data in the technical, management, or past performance proposals.**

## **L.8 SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL, PART II**

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide an original, 5 copies, **and an electronic copy** containing all required sections of this Part.

### **L.8.1 PROJECT STAFFING PLAN TABLE**

The offeror shall provide a Project Staffing Plan Table in accordance with the Project Staffing Plan Table Template in Section J, J. The submission shall contain all individuals that will be working on this effort. All Key Personnel proposed shall be available to begin work immediately on the Project Start Date indicated in Section F.5 of this solicitation.

If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate “to be determined” in the Project Staffing Plan Table. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan Table. The names of all non-Key Personnel that can be provided shall be provided.

### **L.8.2 KEY PERSONNEL QUALIFICATION MATRIX**

The offeror shall submit a Key Personnel Qualification Matrix for each Key Person proposed relating the specialized experience identified in Section H.2 of this TO and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. Each Key Personnel Qualification Matrix shall be limited to six pages, including the Letter of Commitment.

The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the Alliant Small Business Contract.
- b. All Key Personnel meet the requirements of the TO, including security clearance requirements.
- c. All Key Personnel named are available to begin work on the Project Start Date designated in Section F.
- d. Letter of Commitment, signed by each proposed Key Person at the proposal submission due date.

### **L.8.3 TECHNICAL ASSUMPTIONS**

Offerors shall identify and address any assumptions affecting the technical proposal citing the component(s) of the proposal to which they pertain.

The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government’s requirements.

## **L.9 PART III – ORAL TECHNICAL PROPOSAL PRESENTATION**

Each offeror shall make an oral technical proposal presentation and participate in a question and answer (Q&A) session led by the CO and will also include the Technical Evaluation Board

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

(TEB) Members and other representatives of the Government. The offeror must be prepared to answer questions about the oral technical proposal presentation and the written technical proposal in the Q&A session. The oral technical proposal presentation and Q&A session will be held at the unclassified level. The oral technical proposal presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the TOR. The offeror's oral technical proposal presentation shall contain the information in Section L.9.5.

The contents of all proposals will be delivered to FEDSIM in accordance with Section L.10 of this TOR. The oral technical proposal slides shall be separately bound from Parts I and II.

Changes from the submitted slides will not be allowed or considered. Oral technical proposal presentation slides presented that differ from slides delivered with the technical proposal will not be evaluated.

### **L.9.1 ORAL TECHNICAL PROPOSAL PRESENTATION CONSTRAINTS**

The offeror shall identify the authors of the presentation by name and association with the offeror. Attendance at the presentation and the subsequent Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are highly encouraged to attend) and no more than three additional corporate representatives of the offeror. An offeror's "Key Personnel" includes only those persons who will be assigned to the TO as Key Personnel as described in Section H.2. The three additional people (e.g., CEOs, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the presentation. Any of the three additional personnel may make a brief introduction which will not be evaluated, but will count towards the offeror's allotted time. For the remainder of the presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set-up. After opening remarks by the Government, the offeror will be given up to 60 minutes to present. The presentation will be stopped precisely after 60 minutes.

Upon completion of the presentation, the Government will caucus to formulate any clarification questions regarding the technical proposal, however, proposal revisions are not expected and will not be allowed. The approximate length of time the offeror can expect the Government to caucus is 30 to 60 minutes. The Government and offeror will then address any clarification questions posed by the CO or the TEB Chairman. The clarification session is expected to last about one hour, if necessary. The offeror may briefly caucus to coordinate responses to specific requests clarifications. The total presentation, caucus and clarification session are expected to last approximately three to four hours. The CO and the TEB Chairman will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer questions. Offerors shall provide 4 appropriately bound hard copies of the presentation materials (including slides, transparencies). Only those slides actually discussed and presented will be considered in the technical evaluation.

### **L.9.2 ORAL TECHNICAL PROPOSAL PRESENTATION MEDIA**

There is no limit to the number of slides that can be presented during the oral technical proposal presentation, but only those slides presented during the oral presentation will be considered for evaluation (oral technical proposal presentation slides shall be submitted in advance with the written submission). Any slides over and above those presented during the oral presentation will

be returned to the offeror and will not be evaluated as part of this source selection. No other media may be used. Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. The slides shall not contain any fonts smaller than a proportionally spaced font (such as Times New Roman) of at least 12 point.

Except for the screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation.

### **L.9.3 ORAL TECHNICAL PROPOSAL PRESENTATION SCHEDULING**

The CO will provide the oral technical proposal presentation schedule to the authorized negotiator or the signatory of the SF 33. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's oral technical proposal presentation at its sole discretion.

Oral Technical Proposal Presentations will be given at facilities designated by the CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled.

### **L.9.4 RECORDING OF THE ORAL TECHNICAL PROPOSAL PRESENTATION**

The offeror may **not** record or transmit any of the oral presentation process. All offeror's electronic devices shall be removed from the room while the Government is caucusing after the oral presentation.

### **L.9.5 ORAL TECHNICAL PROPOSAL PRESENTATION TOPICS**

The Government does not expect the offeror to provide a thorough presentation of those items already submitted in writing in Part II. Instead, the offeror shall address this information under the topics provided. The oral technical proposal presentation shall include the following topics, and be organized in the following order: Include topics such as the following:

- a. Topic 1: Technical and Management Approach
- b. Topic 2: Key Personnel and Project Staffing Approach

**METHODOLOGY.** For this acquisition the term “methodology” is defined as the system of practices, techniques, procedures and rules as required by this TO. This definition is based on the Project Management Institute's Project Management Body of Knowledge. For the avoidance of doubt, the Government is seeking a coherent discussion of *how* the offeror proposes to meet its requirements, rather than a mere restatement of the requirements or a mere listing of *what* it proposes to do. The latter will not be deemed to constitute a methodology.

#### **L.9.5.1 TECHNICAL AND MANAGEMENT APPROACH (TOPIC 1)**

The offeror shall identify and describe the methodology and analytical techniques to be used in fulfilling the technical requirements identified in the TO request. The offeror shall tailor the

Technical and Management approach to achieve the objectives and tasks as identified in Section C of the TOR. The Technical and Management Approach shall describe the following:

- a. An approach that demonstrates a full understanding of the complexities and challenges facing the IAE;
- b. An approach providing program management support, process management and control, organizational structure, project status reporting, program metrics, and corrective actions that will support a transformation from the current stated to the future state of the IAE.
- c. An approach to managing conflicts between and collaborating with parties as described which is tailored to the complexity of the IAE solution, its relationships with external stakeholders, and the need to be compliant with the external requirements of the grants and acquisition community.
- d. A sound approach to identifying and applying resources to accomplish the requirements in an appropriate and efficient manner.
- e. A process for establishing lines of communication between the offeror's team, the Government, and other in scope third parties, for timely problem identification, mitigation and resolution.

The offeror shall ensure that its Technical and Management Approach demonstrate an integrated, holistic approach to meeting the objectives of this Task Order.

#### **L.9.5.2 KEY PERSONNEL AND PROJECT STAFFING APPROACH (TOPIC 2)**

During the oral presentation, the offeror shall discuss their project staffing approach, describing the project staffing strategy, rationale for the proposed labor mix, and the experience, skill, and qualifications of the proposed personnel. The offeror shall specifically address the following:

- a. Rationale for choosing the Key Personnel. Describe how each Key Person would be involved in each task/subtask and how their qualifications and experience uniquely qualify them for the Key Personnel positions described in Section H.
- b. Methodology for providing the appropriate labor mix in relation to the tasks/subtasks in Section C and to the evolving nature of the IAE.
- c. The offeror's ability and approach to retain staff with leading-edge Agile skills and knowledge, and to adjust the labor mix as the program matures, and the requirements shift from a development to an operating environment.

#### **L.10 DELIVERY INSTRUCTIONS**

Offerors shall deliver written proposals in accordance with the cover letter will not be considered.

## SECTION M – EVALUATION FACTORS FOR AWARD

### **M.1 METHOD OF AWARD**

The Government anticipates awarding a TO to the offeror whose proposal is the most advantageous to the Government, price and other factors considered. Technical proposals will be evaluated based on the factors described in Section M.5. All evaluation factors other than cost or price, when combined, are significantly more important than cost. Award may be made to other than the lowest priced, technically acceptable proposal.

This acquisition is being conducted under FAR 16.5. Principles and procedures of Subpart 15.3 do not apply. The Government may make award based on initial offers received, without discussion of such offers in accordance with FAR clause 52.215-1, or the Government may make award after clarifications of some aspects of the proposal. Accordingly, the Government reserves the right to do any or all of the following:

- a. Award on initial proposals, without discussion.
- b. Ask clarifying questions during the question and answer period of the oral presentations if needed. Clarification questions may include asking offerors to clarify statements made during oral presentations, if the contents of the oral presentations warrant clarification. Clarification questions may include asking offerors to clarify their written technical proposals. As a result, the Government may have communications with some, but not all, offerors; these communications, however, will be clarifications and not discussions. In these situations, the Government will consider the offeror's clarifying response(s) without allowing proposal revisions.
- c. Have communications, ask clarifying questions, request corrections relative to minor errors in the price proposal, or request cost/price substantiating documentation to facilitate the Government's final evaluation of price proposals with one or some offerors. These communications, clarifications, or requests for corrections or substantiating documentation will not materially change the offeror's proposal in terms of conformance to TOR requirements, constitute discussions such as the removal of an unacceptable assumption, or materially change pricing.

Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

### **M.2 PRICE PROPOSAL EVALUATION**

The offeror's written cost proposals (Section L.7, Part I, Tabs A through H) will be evaluated to determine cost realism and reasonableness. Costs that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any proposal that is not within the range identified in Section L.5 shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range. The offeror shall use the Government provided plug numbers in Section B.7 for Long Distance Travel and ODCs.

### **M.3 ORGANIZATIONAL CONFLICT OF INTEREST**

Tab F will be evaluated to assess whether or not an actual or potential OCI exists as defined by FAR Part 9.5. If an actual or potential conflict of interest is identified that cannot be mitigated, avoided, or resolved in accordance with FAR Part 9.5, that offeror may be ineligible for award.

### **M.4 COST ASSUMPTIONS**

The Government reserves the right to reject any proposal that includes any cost assumptions that may adversely impact satisfying the Government's requirements.

### **M.5 TECHNICAL EVALUATION FACTORS**

The Government will evaluate the following pass/fail elements. **A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the technical and pricing proposal accomplished by the Government.**

#### Pass/Fail Elements

The following will be evaluated on a Pass/Fail basis:

- a. The Government will reject any proposal that does not provide a name for each Key Person proposed at the proposal submission due date. A proposal that states, "To Be Determined" (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Sections L.8 and L.9).
- b. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date (Section L.8). Note: This requirement applies to all key personnel, including those already on the offeror's staff.
- c. The Government will reject any proposal that does not provide confirmation that all applicable License Agreements will comply with the requirement of Section H.25.
- d. The Government will reject any proposal that does not provide a SAM record that certifies that the offeror is a WOSB eligible under the WOSB program at time of proposal in accordance with the information contained in Section K of this TOR.

The Government will evaluate technical proposals (Section L.8, Part II and Section L.9 Part III) based on the following factors:

Factor 1: Technical and Management Approach (Section L.9.5.1).

Factor 2: Key Personnel and Project Staffing as shown in the written Project Staffing Plan Table/Key Personnel qualifications (Sections H.2, L.8.1, and L.8.2) as well as the information in the staffing plan/Key Personnel qualifications oral technical proposal presentation topics (Section L.9.5.2).

The technical proposal evaluation factors are listed in descending order of importance. All technical factors combined are significantly more important than cost. The Government will combine the results of the written and oral submissions to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of Not Acceptable in any single Factor will result in the overall proposal being determined Not Acceptable and therefore ineligible for award.

**METHODOLOGY.** For this acquisition the term “methodology” is defined as the system of practices, techniques, procedures and rules as required by this TO. This definition is based on the Project Management Institute’s Project Management Body of Knowledge.

#### **M.5.1 FACTOR 1: TECHNICAL AND MANAGEMENT APPROACH**

The Government will evaluate the Technical and Management Approach based on the clarity and completeness of the approach and the degree to which the proposal meets the requirements of the TOR Section L.9.5.1 and includes innovative and effective methodologies. Specifically, the Government will be evaluating the degree to which it demonstrates:

- a. A clear, relevant, detailed, and comprehensive approach that demonstrates a full understanding of the complexities and challenges facing the IAE;
- b. A clear, relevant, detailed, and comprehensive approach to the information requested in Section L.9.5.1 (b) that will support a transformation from the current stated to the future state of the IAE.
- c. A clear, relevant, detailed, comprehensive, and user-centric approach to managing conflicts between and collaborating with parties as described in Section L.9.5.1 (b) and (d), which is tailored to the complexity of the IAE solution, its relationships with external stakeholders, and the need to be compliant with the external requirements of the grants and acquisition community.
- d. A sound approach to identifying and applying resources to accomplish the requirements in an appropriate and efficient manner.
- e. Clear lines of communication between the offeror’s team, the Government, and other in scope third parties, for timely problem identification, mitigation and resolution.

#### **M.5.2 FACTOR 2: KEY PERSONNEL AND PROJECT STAFFING APPROACH**

The project staffing plan will be evaluated to assess the degree to which it complies with the requirements outlined in Section L.8.1, including the estimated hours and labor mix for Key and non-Key Personnel and the experience, skill, and qualifications of the personnel proposed. The Key Personnel matrix will be evaluated to assess the appropriateness and completeness of the experience, skill and qualifications of the proposed Key Personnel in accordance with Section H.2. Key Personnel will also be evaluated to assess the currency and applicability of experience as it relates to Section H.2.

#### **M.6 TECHNICAL ASSUMPTIONS**

All technical assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any proposal that includes any technical assumption that may adversely impact satisfying the Government’s requirements.

# **TASK ORDER REQUEST (TOR)**

**GSC-QF0B -14-32855**

## **IAE Technical Governance Support Amendment 3**

**in support of:**

***General Services Administration  
Federal Acquisition Service  
Integrated Award Environment***



**Issued to:**

**All Woman Owned Small Businesses (WOSBs) under the Alliant Small Business (ASB)  
Governmentwide (GWAC) Contract**

**Issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405**

**July 31, 2014**

**FEDSIM Project Number 14030GSM**



## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

NOTE: The Section numbers in this Task Order (TO) correspond to the Section numbers in the Alliant Small Business Contract.

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Alliant Small Business Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment B

### **B.5 CONTRACT ACCESS FEE**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is  $\frac{3}{4}$  % (i.e., (.0075)) of the total price/cost of contractor performance. This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

### **B.6 ORDER TYPE**

The contractor shall perform the effort required by this TO on a Labor Hour basis for CLINs 0001, 1001, 2001, 3001, 4001 and a Not-to-Exceed (NTE) Cost Reimbursement basis for CLINs 0002, 1002, 2002, 3002, 4002, 0003, 1003, 2003, 3003, 4003, 0004, 1004, 2004, 3004, and 4004.

For CLINs 0001, 1001, 2001, and 3001 the Government reserves the right to transition to Firm-Fixed Priced CLINs, in accordance with FAR 16.103(c), as requirements become better defined.

### **B.7 ORDER PRICING (ALL ORDER TYPES)**

Long distance travel is defined as travel over 50 miles from the primary place of performance identified under section F.4, Place of Performance. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
FFP	Firm-Fixed-Price
LH	Labor-Hour
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.1 BASE PERIOD:**

**MANDATORY LABOR CLIN**

CLIN	Description	Total Hours	Total NTE Ceiling
0001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

Labor Category	Hours	Hourly Rate (Government Site)	Hourly Rate (Contractor Site)
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
0002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
0003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
0004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL BASE PERIOD CLINs:** \$\_\_\_\_\_

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.2 FIRST OPTION PERIOD:**

**LABOR CLIN**

<b>CLIN</b>	<b>Description</b>	<b>Total Hours</b>	<b>Total NTE Ceiling</b>
1001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

<b>Labor Category</b>	<b>Hours</b>	<b>Hourly Rate (Government Site)</b>	<b>Hourly Rate (Contractor Site)</b>
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
1002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
1003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
1004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL FIRST OPTION PERIOD CLINs:** \$ \_\_\_\_\_

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.3 SECOND OPTION PERIOD:**

**LABOR CLIN**

CLIN	Description	Total Hours	Total NTE Ceiling
2001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

Labor Category	Hours	Hourly Rate (Government Site)	Hourly Rate (Contractor Site)
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
2002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
2003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
2004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL SECOND OPTION PERIOD CLINs:** \$ \_\_\_\_\_

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.4.4 THIRD OPTION PERIOD:**

**LABOR CLIN**

<b>CLIN</b>	<b>Description</b>	<b>Total Hours</b>	<b>Total NTE Ceiling</b>
3001	Labor (Tasks 1-7)	Insert total hours for all labor identified below	

<b>Labor Category</b>	<b>Hours</b>	<b>Hourly Rate (Government Site)</b>	<b>Hourly Rate (Contractor Site)</b>
List specific labor categories			
<b>TOTAL HOURS</b>			

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
3002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$12,000.00
3003	ODCs Including Indirect Handling Rate _____%	NTE	\$40,000.00

**CONTRACT ACCESS FEE**

<b>CLIN</b>	<b>Description</b>		<b>Total Ceiling Price</b>
3004	Contract Access Fee	NTE	Filled in after TO Award

**TOTAL THIRD OPTION PERIOD CLINs:** \$ \_\_\_\_\_

**GRAND TOTAL ALL CLINs:** \$ \_\_\_\_\_

## **B.12 SECTION B TABLES**

### **B.12.1 INDIRECT/MATERIAL HANDLING RATE**

Long Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices.

- If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the task order shall not exceed the rate specified in the schedule of prices above.

### **B.12.2 LABOR RATES**

Labor categories proposed shall be mapped to existing Alliant Small Business labor categories.

### **B.12.3 TIME-AND-MATERIAL/LABOR-HOUR LABOR MIX AND LEVEL OF EFFORT**

The labor mix and level of effort specified in the contractor's proposal and incorporated into this TO are for estimation purposes. The contractor may re-allocate, with prior written approval of the Federal Systems Integration and Management Center (FEDSIM) Contracting Officer's Representative (COR), the number of hours by labor category within the labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the TO by modification.

## **B.13 INCREMENTAL FUNDING**

### **B.13.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding in the amount of \$XXXXX for CLINs \_\_\*\_\_ through \_\_\*\_\_ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through (insert appropriate period e.g., four months or leave a blank line for completion at award), unless otherwise noted in Section B.7. The TO will be modified to add funds incrementally up to the maximum of \$\*\*\*,\*\*\*,\*\*\* over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**Incremental Funding**

<b>CLIN</b>	<b>CEILING</b>	<b>FUNDING</b>	<b>LEFT TO FUND</b>
0001			\$0
0002			\$0
0003			\$0
0004			\$0
Subtotal	\$0	\$0	\$0
1001			\$0
1002			\$0
1003			\$0
1004			\$0
Subtotal	\$0	\$0	\$0
2001			\$0
2002			\$0
2003			\$0
2004			\$0
Subtotal	\$0	\$0	\$0
3001			\$0
3002			\$0
3003			\$0
3004			\$0
Subtotal	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **C.1 BACKGROUND**

In 2003, the Integrated Award Environment (also known as the Integrated Acquisition Environment and Integrated Architecture Environment) was created as an e-Government (e-Gov) initiative under the President's Management Agenda. As part of the e-Gov initiative, the Office of Management and Budget (OMB) designated the General Services Administration as the executive agent of the Integrated Award Environment (IAE).

The concept behind the IAE was to provide Federal Government agencies, contractors, and grant applicants with a shared IT system to manage the acquisition and grants making process from solicitation through closeout. Goals of the IAE Program are to (1) create a simpler, common, integrated business process for buyers and sellers that promote competition, transparency, and integrity; (2) increase data sharing to enable better decisions in procurement, logistics, payment, and performance assessment; and (3) take a unified approach to obtaining modern tools to leverage investment costs for business-related processes.

The IAE facilitates all phases of the federal awards management lifecycle, serves as the entity manager for acquisition and financial assistance (grants and loans) communities, provides market research for contract administration to the federal acquisition community as well as private and commercial firms that are interested in doing business with the Government, and stores information that the public in general seeks on how tax dollars are being spent. The IAE provides data to Government and non-Government stakeholders including the general public. Below are some general statistics about the IAE:

- Contain information on approximately 500,000 active entities doing business or seeking to do business with the Federal Government;
- Track more than five million transactions totaling over \$530 billion in annual obligations;
- Provide visibility to over \$1 trillion in Government contracts at various stages of performance;
- Support over 30,000 monthly customer support inquiries;
- Provide past performance access for over 22,000 contracting professionals access IAE systems each month; and
- Display over 23,000 Federal business opportunities to millions of users each month.

The IAE is governed by the Award Committee for eGovernment (ACE), which includes the Procurement Committee for eGov (PCE) and the Financial Assistance Committee for e-Gov (FACE). Additionally, all IAE operations are coordinated and prioritized by the Configuration Control Board (CCB) that consists of representatives from each of the 24 Chief Financial Operating Officer (CFO) agencies. In response to program audits and requests generated through the OMB techstat processes, the IAE Program Management Office (PMO) initiated an Analysis of Technical Alternatives (ATA). The goal of the ATA was to provide recommendations for IAE to move from a brittle and inflexible solution to a robust, flexible, and open solution. This ATA provides the basis for the future architecture of the IAE, which is to be defined under this task order (Section J - List of Attachments, Attachment M for Alternatives Analysis document). It is anticipated that over the next Fiscal Year, the IAE will mature from a collection of siloed systems to a shared environment that will be transparent, open, and scalable for rapid stand up of



services and functionality. A key component of this shared environment will be technical governance support required in this Statement of Work.

The IAE future state will be characterized by a use of Agile development, applying DevOps concepts and ensuring continuous integration of the IAE systems. The contractor shall leverage an accepted Agile methodology (i.e. scrum), and assist in achieving the IAE “to-be” architecture based on the following principles:

- User centric design;
- Agile development;
- Data transparency;
- Open source;
- Open APIs;
- Strong testing regime;
- Strict security protocols; and
- Managed code handoffs.

### **C.1.1 PURPOSE**

The purpose of this task order is to provide Government assistance in technical governance, support system development, integration, and related program management support services to the GSA, Integrated Award Environment Program Management Office (PMO). This support will ensure that the Government is implementing an architecture that fully leverages user centric design, Agile development, data transparency, open source, open APIs, rigorous testing, proper security protocols, and managed code hand-offs.

### **C.1.3 AGENCY MISSION**

The IAE facilitates every phase of the acquisition lifecycle, from market research to contract administration. The Federal Government is working to make the acquisition of goods and services secure, streamlined and cost-effective with IAE. The goal of the IAE initiative is to integrate and unify the federal acquisition process for Government buyers and sellers.

### **C.2 SCOPE**

The scope of this task order includes technical governance and other operation support services necessary for the development of and seamless transition to IAE’s future state, and to ensure integration of services and functionality during the operational phase of the IAE future state. This support shall encompass the current IAE, the transition to the IAE future state, and the operational phase of the IAE future state. The specific requirements include:

- Program and Project Management Over Contractor Team;
- IAE Architecture Integration and Platform Planning and ManagementSupport;
- Technical Governance, Data Management, Open Source andTransparency Support;
- Technical Requirements Documentation Support;
- User Experience Support;
- Business Analysis and Business Case Support; and
- Change Management Support.

Under the IAE future state, this contractor shall support the Government teams to maintain the delivery quality of IAE. The successful delivery of these services requires cooperation and coordination between the contractor, the Government, and third party contractors. The contractor shall assist the Government in coordinating with the following groups:

Common Services Platform contractor;

Core Services contractor(s);

- Other Development Teams within GSA (either contractors or Government teams) to develop applications as part of IAE;
- External Development Teams to include other Government agencies, private organizations, and citizens; and
- The Independent Validation and Verification (IV&V)/Development Operations (DevOps) contractor.

A detailed description of each parties' roles and responsibilities is contained in Section J, Attachments N, O, and P.

In conjunction, consultation, and at the direction of the Government, the contractor shall be responsible for assisting the Government in managing the technical governance that will ensure integrated architecture components of the IAE future state should appear as a single integrated system to end users. The contractor shall collaboratively work with the Government and any applicable third parties to assist in the maintenance of artifacts and deliverables required. The artifacts shall be accessible to the Government at all times. A detailed layout of the current IAE operating environment and the IAE future operating environment is included in section J, attachment Q and R, respectively.

### **C.3 CURRENT AND PLANNED INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT**

During the course of the life of this task order, the IAE IT environment will go through substantial transformation. The following sections highlight the structure and composition of the current IAE IT environment and the planned transformed IAE IT environment. The contractor shall be expected to effectively facilitate technical governance and assist the Government in the management of the current IAE IT environment, the transformed IAE IT environment, and the process for achieving the transformed IAE IT environment.

#### **C.3.1 CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT**

Currently, the IAE consists of the following applications:

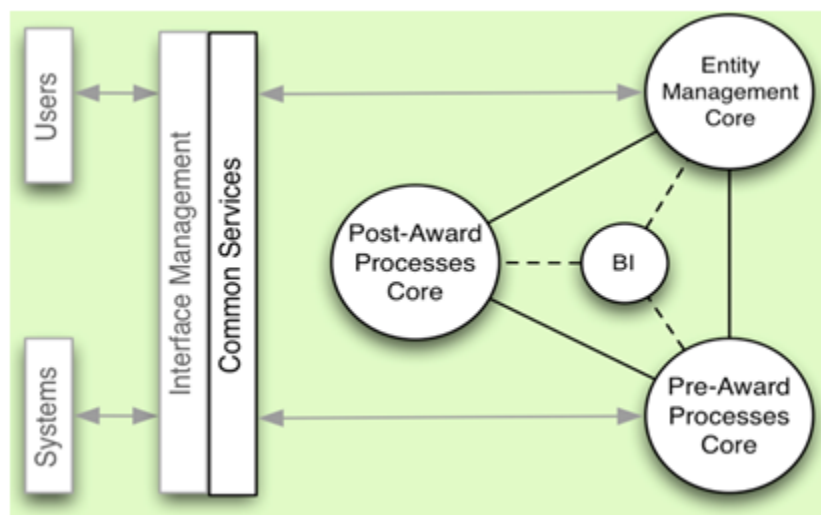
- System of Award Management (SAM)
- Federal Procurement Data System – Next Generation (FPDS-NG)
- USA Spending
- Federal Business Opportunities (FBO)
- Electronic Subcontracting Reporting System (eSRS)
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)

- Contractor Performance Assessment Reporting System (CPARS)
- Federal Awardee Performance and Integrity Information System (FAPIS)
- Past Performance Information Retrieval System (PPIRS)
- Federal Service Desk (FSD)
- Wage Determination OnLine (WDOL)
- Catalog of Federal Domestic Assistance (CFDA)

Please see Section J - List of Attachments, Attachment Q for specific detail on each of the current IAE applications.

### **C.3.2 TRANSFORMED INFORMATION TECHNOLOGY (IT) ENVIRONMENT**

The Analysis of Technical Alternatives provided a high-level and holistic understanding of the performance gaps in the IAE program, documented known performance issues, and proposed a technical architecture that would remedy root causes of current performance gaps. The ATA recommended re-architecting the IAE environment to a three Core and Application Programming Interface (API) model (see below chart). This recommended architecture was coordinated through the techstat process, and, in November of 2013, the ACE approved the IAE program plan to re-architect IAE. The recommended IAE architecture is depicted below:



This recommended approach will refocus SAM as an entity management core, and consolidate the remaining functions performed by the legacy IAE systems into two cores addressing pre- and postaward business processes. The estimated timeline for this effort is included in the IAE maturity roadmap located in Section J - List of Attachments, Attachment S. Common services will support the entire environment and establish visualization and customer relationship management layers of business intelligence on top of the data warehouse. User interfaces may be outsourced to third parties via APIs. The Government anticipates using the Agile methodology for application development in IAE. An example of how the Government plans to engage stakeholders and leverage Agile is provided in Section J - List of Attachments, Attachment T.

#### **C.4 OBJECTIVE**

The objective of this task order is to assist the Government in achieving a seamless transition to the IAE future state, and to assist the Government in ensuring a managed integration of services into the IAE future state during its operational phase. In its operational phase, the IAE future state architecture will facilitate a comprehensive and seamless user experience that will provide shared services to the acquisition community from a single platform. The contractor shall assist in the achievement of this IAE future state by working closely with the Government in providing recommended solutions that will ensure the future state is a robust service oriented architecture that includes all facets of the architectural lifecycle, and complies with the following architectural principles:

- IAE must be open;
- IAE must treat data as an asset;
- IAE must use continuous improvement to drive innovation;
- IAE must provide an effective user experience for all its stakeholders;
- IAE business transactions must be time- and cost-measurable; and
- IAE must treat security as foundational.

#### **C.5 TASKS**

The contractor shall perform the following tasks to support the Government in overseeing the design, development, and operations and maintenance of the Integrated Award Environment. The contractor shall not be responsible for providing any approval authority or any other support that may be interpreted as inherently Governmental. Due to the nature of this requirement of providing support for inherently governmental and critical functions, the Government will provide additional oversight to ensure that those activities closely associated with inherently governmental functions and those critical functions do not develop into inherently governmental functions. All tasks in this section which require program management support, analysis and recommendations will be reviewed for approval by the Contracting Officer's Representative (COR). Likewise all reports and deliverables will be reviewed for approval or acceptance. All tasks will be monitored in accordance with the quality assurance surveillance plan and the Government retains decision-making authority and oversight of all tasks herein.

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of others that they are Government officials.

The contractor may indicate its authorship on deliverables, but all deliverables shall be marked in accordance with section F.5 of this Task Order.

##### **C.5.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT OVER CONTRACTOR TEAM**

The contractor shall provide program management of its own team under this TO. This includes the management of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Project Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership in the execution of this TO. The contractor shall participate in meetings, teleconferences, email correspondence, and other online collaborative systems to guide the project team to a successful project conclusion.

**C.5.1.1 SUBTASK 1.1 –ATTEND A PROJECT KICK-OFF MEETING**

The contractor shall participate in a Project Kick-Off Meeting at the GSA office located at 1800 F Street N.W., Washington, D.C., unless otherwise directed by the Contracting Officer. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include Key contractor Personnel, representatives from GSA, the CO, COR and other relevant Government personnel.

The contractor shall provide meeting notes NLT 5 days after the Kick-Off meeting.

**C.5.1.2 SUBTASK 1.2 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements contained in this SOW in a proposed PMP. The PMP shall include the following elements:

- Project Management Approach
- Work Breakdown Structure (WBS)
- Responsibility Matrix to include all associated responsibilities and partnerships with Government organizations/personnel
- Schedule with milestones, tasks, and subtasks required in this SOW

The contractor shall provide the Government with a draft PMP on which the Government will make comments. The final PMP shall incorporate the Government's comments.

The PMP is an evolutionary document that shall be updated, at a minimum, quarterly. The contractor shall work from the latest Government-approved version of the PMP. The contractor shall ensure its PMP is aligned with the IAE Integrated Master Schedule (IMS).

**C.5.1.3 SUBTASK 1.3 – QUALITY CONTROL PLAN**

The contractor shall develop a Quality Control Plan (QCP), integrated with the PMP. The contractor shall periodically update the QCP as changes are identified or are necessary.

The QCP provides for inspection of all services and deliverables to verify conformance with acceptability standards specified in the Task Order and industry best practices. The QCP is a living document and shall be revised by the contractor as conditions change.

The QCP shall contain:

- Provisions for responding to and incorporating technical directions and comments from the COR and TPOC

- Descriptions of techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the SOC
- A description of the methodology that shall be used to ensure the Government receives quality services

**C.5.1.4 SUBTASK 1.4 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall provide an MSR (Section J-List of Attachments, Attachment G) via electronic mail to the TPOC and the COR. The MSR shall include a copy of the draft invoice to also be provided to the Contracting Officer and Contract Specialist and shall include the following information, as applicable:

- Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- Billable hours charged each month with a cumulative total
- Personnel gains, losses, and status (security clearance, etc.).
- Government actions requested
- Government approved Project Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Summary of trips taken, conferences attended, etc. (attach trip reports to this MSR for reporting period).
- Organizational Conflict of Interest (OCI) compliance statement

**C.5.1.5 SUBTASK 1.5 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor Project Manager shall convene a Status Meeting every other week with the TPOC and other Government stakeholders and provide status updates on the work under this task order using a mutually agreed upon format.

The contractor Project Manager shall convene a monthly Contract Activity and Status Meeting with the TPOC, COR, and any other stakeholders identified by the Government. The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities and MSR, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities. The contractor Project Manager shall provide minutes of these meetings, including attendance, issues discussed, proposed resolution to the Government, and action items assigned, to the COR within 5 workdays following the meeting.

**C.5.1.6 SUBTASK 1.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for contractor travel is submitted. The contractor shall also keep a summary of all long-distance travel that includes the name of the employee, location of travel, duration of trip, point of contact (POC) at travel location, and general description of the trip purpose.

**C.5.1.7 SUBTASK 1.7 – TRANSITION-OUT**

The contractor shall facilitate transition to Government personnel or an incoming contractor prior to the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the Task Order and/or commencement of transition. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to ensure an efficient and effective knowledge transfer regarding the following:

- Project management processes
- Key Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Coordinate contractor to contractor communication with Government points of contact to ensure a seamless, successful transition.
- Knowledge transfer from key personnel to incoming key personnelPropose a Transition schedule complete with milestones for COR Approval

Actions requested of the Government

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

During transition-out, the contractor shall assist the COR in conducting a transition-out lessons learned meeting. The purpose of the meeting is to review the key challenges, risks, and any successes that were realized during each of the project phases, and to present any final recommendations to the Government to ensure successful implementation of IAE. The transition-out lessons learned meeting will take place NLT 30 calendar days prior to expiration of the Task Order and will include a detailed write up of meeting minutes and final recommendations.

#### **C.5.2 TASK 2 – ARCHITECTURE INTEGRATION AND PLATFORM PLANNING AND MANAGEMENT SUPPORT**

The contractor shall support the IAE Program Management Office (PMO) in planning the integration of functionality and components into the new IAE architecture. The contractor shall ensure the integrity of the architecture remains as the functions are added into the architecture, as different contractors assist in the Government's management of common services and the cores, and as APIs are developed and implemented. The contractor shall assist the Government in management of the architecture, ensure architectures and systems are compliant with applicable information security requirements, and work with IAE to reconcile technical issues that put the IAE architecture at risk. The contractor may be required to provide troubleshooting support across the architecture and between multiple parties. The contractor shall provide recommendations to the Government's Point of Contact, who has ultimate decision making authority.

The architecture planning will start with a baseline architecture documented from the Common Services Government approved architecture. The Technical Governance contractor shall be responsible for using the baseline architecture and creating a technical, architecture document that represents the environment that for Common Services.

The contractor shall support the Government in management of architectural change. The contractor shall provide the support necessary for IAE to maintain an Integrated Master Schedule (IMS) that ties together all efforts for IAE to achieve a seamless transition and operational state for the IAE future state. The objective of this task is ensure that the IAE architecture is designed to be and remains secure, robust, flexible, and open throughout any changes to the environment.

#### **C.5.2.1 SUBTASK 2.1 – ARCHITECTURE PLANNING SUPPORT**

The contractor shall support the planning and evolution of the IAE architecture. The contractor shall document the architecture using the Government-provided architecture tool (currently ProVision) and other tools appropriate to capture a conceptual, logical, and physical architecture.

The contractor shall assist the Government in developing and implementing an IAE architecture integration and management plan to document the architecture baseline, the evolved architecture, the tasks required to manage the architecture, and the associated SOPs. The plan shall be updated monthly, or upon Government request as the architecture matures. The contractor shall meet at least weekly with the IAE TPOC, the appropriate IAE Business Operations (BOPs) Division staff, and other IAE support staff to discuss the IAE architecture management. The topics of discussion may include, but are not limited to, release planning, Agile sprints, and IAE business priorities.

The architecture integration and management plan shall capture near-, mid- and long-term target architectures. The plan must take into account the IAE roadmap (section J, Attachment S), which will include the integration of components and business functions into the common services and the transition out of those same functions from their legacy systems. The priority of those changes to IAE will be driven by the Government and the governance bodies of IAE as identified by the Government.

In order to plan the architecture and integration, the Government will provide information about current IAE operations and configuration. It is expected that as new business requirements or operational issues arise, the architecture will be updated to accommodate those changes. As a part of the IAE architecture and integration plan, the contractor shall assist in the development and maintenance of the following artifacts:

- Architectural life cycle documentation including baseline, transition, and target architectures;
- Architectural change management plan
- Methodology for architectural interrogation (Architectural Change Analysis)
- Requests for change to architecture
- Post architectural implementation review documentation

#### **C.5.2.2 SUBTASK 2.2 – RELEASE PLANNING SUPPORT**

The contractor shall aid the Government is assessing the planning and scope of releases based on resources, architecture, dependencies, and business need. The contractor shall consolidate inputs,



provide recommendations to the Government, and track release plans across multiple parties, sprint teams, and across releases. The Government will be integrating new functionality from multiple developers concurrently, and requires recommendations from the contractor to make technical and business decisions to ensure functionality is consistent with IAE architecture.

The Government will be using Agile processes to conduct regular releases. IAE intends to use a modified Scaled Agile Framework (SAFe) model. The contractor shall support both the operational and development arms of Agile work. The contractor shall support the Government in assessing release and iteration planning.

As a part of this subtask, the contractor shall provide and maintain an IAE Release Plan to include the following artifacts:

- Release status, including Release burn down charts
- Sprint Backlog
- Product Backlog
- Scrum Task board
- Release retrospective documentation
- Roadmap of Intended Deliverables (e.g Epics, features)
- Potentially Shippable Increment (PSI) Objectives

#### **C.5.2.3 SUBTASK 2.3- DEVELOP AND MAINTAIN AN IAE INTEGRATED MASTER SCHEDULE**

The contractor shall propose and maintain the Government approved IAE integrated master schedule (IMS) that serves as the centralized tool for aggregating and aligning efforts across IAE. The IMS shall contain all milestones, deliverables, and activities that will be occurring to maintain and transform the IAE. The IMS shall provide the following:

- The ability to identify and assess actual progress versus the planned progress;
- The ability to identify and monitor the critical path; and
- A method for Government prioritizing activities and milestones.

#### **C.5.3 TASK 3 – TECHNICAL GOVERNANCE, DATA MANAGEMENT, OPEN SOURCE AND TRANSPARENCY SUPPORT**

The contractor shall support and maintain compliance with IAE technical governance standards across the environment, assist in the establishment and implementation of data management standards, and ensure that the IAE future environment is transparent and maximizes open source to the maximum extent practicable.

##### **C.5.3.1 SUBTASK 3.1- PROVIDE TECHNICAL GOVERNANCE SUPPORT**

The contractor shall assist the Government in maintaining IAE technical governance standards for the IAE environment. All proposed changes to standards shall be reviewed and approved by

the Government. The contractor shall assist Government with documenting all technical aspects of the environment and architecture including coding development, API governance, and data management in a Technical Governance Management Plan. As a part of the Technical Governance Management Plan, the contractor shall assist the Government in the development and maintenance of the following artifacts:

- Technical Architecture Standards to document the framework for the architecture, including the architecture metamodel, and tool definitions;
- Technical Architecture Definition of the IAE architecture from the conceptual, logical, and physical levels;
- Coding Standards for development collaboratively defined for purposes of evaluating of code;
- Technical Architecture Change Management Plan to document the methods by which changes to the architecture at any level are proposed, evaluated, approved and captured so as to maintain balance flexibility and control in the technical architecture;
- Architecture Strategy to allow the architecture to evolve and meet Government needs in alignment with the roadmap; and
- Architectural Epics, Features, and Stories.

The contractor shall assess architecture change requests and provide recommendations to the Government. The contractor shall support the Government in managing the corresponding changes as they occur through the Agile development cycle.

#### **C.5.3.2 SUBTASK 3.2– PROVIDE DATA MANAGMENT STANDARDS AND GOVERNANCE SUPPORT**

The contractor shall assist Government officials throughout the IAE in documenting data management standards and support the reconciliation of data elements across the legacy IAE environment into the new common services data warehouse. The contractor shall document all facets of data standards, and assist the Government in developing a data management and governance plan for management for across the IAE architecture. The data management and governance plan must be reviewed and approved by the Government. The contractor shall use the data models within IAE instance of ProVision or current Government provided tool to view/mange data models. The contractor shall assist the PMO to implement the plan to ensure IAE data is managed accordingly.

The contractor shall coordinate with Government personnel to perform quality assurance on the data, manage changes to the metadata including impact on both development and operations, and provide analysis of existing data in support of data quality management. As a part of the Data Management and Governance Plan, the contractor shall provide and maintain the following artifacts:

- Data Catalog
- Data Classification
- Data Model & Standards
- Data Management Plan

- Data Distribution Strategy
- Operational Update Patterns
- Data Interoperability Matrix (end users and systems)
- Data Access Policy and Standards
- Data Strategy and Roadmap, updated from the GFI provided strategy (section J, Attachment S)
- Data Steward Directory
- Business Analytics Roadmap
- Reporting Strategy

### **C.5.3.3 SUBTASK 3.3-API MANAGEMENT SUPPORT**

The contractor shall develop and implement an Application Programming Interface (API) management plan. The API management plan shall include the following:

- Required activities that integrate IAE technical operations and business operations;
- Process of publishing, promoting and overseeing a APIs in a secure, scalable environment;
- Process for ensuring that APIs and the IAE architecture are able to handle workload;
- Activities to ensure seamless and simple API support;
- Steps to ensure all APIs provide the required functionality, scalability, security, throughput and availability;
- Guidance to ensure that the proper documentation and outreach is designed for each API to meet stakeholder needs;
- A proposed strategy for API change management to be approved by the Government; and
- Development of statistics to properly manage APIs.

The plan and standards shall be continually updated as the IAE architecture matures according to the IAE integrated master schedule. The standards shall address technical considerations within the IAE architecture such as:

- Approaches to defining representational state of transfer (RESTful) services within IAE such as the Hypertext Application Language (HAL), JavaScript Object Notation (JSON) Schema, etc;
- Tools or standards that will be used to describe RESTful services (e.g. Swagger, RAML);
- Simple Object Access Protocol (SOAP) standards, including appropriate web service specifications (WS-\*) for achieving IAE's business needs;
- API development best practices for managing versions, translating between different transport mechanisms and formats, and publication;
- API operational best practices for assuring scalability, security, throughput and availability;
- Integration with data.gov and api.data.gov;
- Maintenance of a IAE "/developers" page, as per the OMB open data policies; and
- Approaches to integration with the IAE architecture, such as its Identity and Access Management (IAM) facility.

The contractor shall support the Government in its outreach strategy for disseminating APIs. This may include aiding the Government in answering questions from API users as to how IAE APIs are to be used and supported. This may include “hackathons” that involve IAE APIs. The API management plan should take this into account.

#### **C.5.4 TASK 4 – TECHNICAL REQUIREMENTS DOCUMENTATION SUPPORT**

The contractor shall provide technical requirements capture and documentation support. The contractor shall be capable of supporting Agile development occurring within a CMMI standards based environment to ensure the benefits of both practices. Technical requirements shall be appropriately documented and maintained in an IAE library. Technical requirements shall be updated as required for pre and post transition requirements. All proposed updates shall require the review and written approval of the Government. Types of technical requirement documentation support needed include:

- Propose technical requirements based on business requirements provided by the Government
- API documentation for technical requirements as provided by the Government and derived from business processes and business requirements;
- Capture and documentation of technical business rules (may be within API documents, may be within a business rules infrastructure);
- Support for screen mockups and throw-away prototypes;
- Documentation of Technical Transition requirements provided by the Government for the new IAE environment; and
- Methodology to derive resources bandwidth to adequately manage backlog across the IAE
- Technical Story Backlog

##### **C.5.4.1 SUBTASK 1 – TECHNICAL REQUIREMENTS SUPPORT**

The contractor shall aid the Government in documenting Government-defined technical requirements which reflect the functional requirements of IAE. These requirements shall be used to execute releases by software developers. These requirements shall be captured and documented through an Agile development process and with Government review and shall be aligned with IAE business processes.

The contractor shall support the Government in the generation of user stories, mockups, and API definitions. The API definitions shall be represented in a test-based manner, in order for the developer to have a clear understanding of the expectation of the API operations at the time of a release or the completion of a sprint. The Government will use these definitions both as part of the publication to API users, and to guide development of those APIs within IAE. The contractor shall assist the Government in documenting and maintaining the following artifacts:

- Technical Stories for components to support business processes; and
- Non-functional requirements documents.

##### **C.5.4.2 SUBTASK 2 – PROTOTYPING**

The contractor shall support the Government by developing nonproduction prototypes designed to vet decisions around changes to the architecture that improve user experience. These prototypes will be used as a demonstration of a capability to the program office, its governance boards, and its stakeholders in order to receive feedback. They will not be expected to be production-ready. The code for the prototypes will be owned by the Government and may be used to inform changes to production code.

Prototyping will also be used to assess level of effort for planned activities within IAE.

The Government will work with the contractor to determine an appropriate commonly known language to use for prototyping. It is preferred that the contractor use tools described within the technical governance to promote reuse within IAE.

### **C.5.5 TASK 5– USER EXPERIENCE SUPPORT**

The contractor shall assist the Government to develop and document user experience and user interface guidelines for the IAE architecture pre and post transition. The contractor shall assist the Government in the management of the IAE environment to the guidelines pre and post transition into the IAE architecture.

As required, the contractor shall provide facilities for evaluation of user experience. This can include facilities for observing users interacting with IAE applications, heat maps of website usage, and other user interface and user experience analysis. The end goal of such analyses would be to improve the overall user experience of IAE applications.

The contractor shall provide user experience support for the development of plain language interpretations of acquisition and award concepts to document the Federal grants and contracting processes. The contractor shall provide and maintain the following artifacts:

- Analytics reports using IAE analytics tool
- Cross-Component and Cross-Program Design guides for user experience

### **2.5.6 TASK 6 – BUSINESS ANALYSIS AND BUSINESS CASE SUPPORT**

The contractor shall provide business analysis and business case support for the IAE environment pre and post transition to the new IAE environment. The primary purpose of this task is to ensure proposed technical requirements and changes to the IAE environment support the overall mission of IAE. The contractor shall make recommendations regarding the technical solution to achieve IAE mission goals. The Government will be responsible for all decision making regarding the environment, business changes, and technical changes. The contractor shall:

- Support analysis of business cases around new requirements including high-level cost/benefit analyses;
- Develop business requirements documents as new functional requirements evolve;
- Provide costing expertise to help calculate costs of potential investments;
- Support the development of business transition plans into the IAE environment; and
- Assist in the definition and development of business functions in IAE instance of ProVision or other Government Furnished Property (GFP) IT architecture tool to include association of all business functions with underlying technical components.

#### **C.5.7 TASK 7 – PROVIDE CHANGE MANAGEMENT SUPPORT**

The contractor shall provide change management strategy support that will result in a comprehensive, Government-approved IAE Change Management Plan. The contractor shall assist the Government in the development of this plan. This plan will help to ensure that different milestones during transition from IAE current to future state will be adopted by stakeholders. This plan shall address common obstacles to change, and have the overall objective of ensuring adoption of the IAE future state throughout the acquisition community of interest.

## SECTION D - PACKAGING AND MARKING

NOTE: The Section numbers in this TOR correspond to the Section numbers in the Alliant Small Business Contract.

### **D.1 PRESERVATION, PACKAGING, PACKING, AND MARKING**

All deliverables submitted to the Government shall indicate the contract number, task order number, contractor's name, description of items contain therein and the consignee's name and address for which the information is being submitted. The contractor shall follow the marking requirements specified by the Government.

## SECTION E - INSPECTION AND ACCEPTANCE

NOTE: The Section numbers in this TOR correspond to the Section numbers in the Alliant Small Business Contract.

### **E.2 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TOR shall be performed by COR and/or CO in consultation with the TPOC identified in section G.3.5.1.

### **E.3 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to SOW requirements by the FEDSIM COR and/or CO. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TOR.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.4 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TOR, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

### **E.5 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form for Government review and approval.



## SECTION E - INSPECTION AND ACCEPTANCE

### **E.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The COR will provide written notification of acceptance or rejection of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.7 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR and Contracting Officer of the reason for the delay and provide a proposed corrective action plan within ten workdays.

## SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: The Section numbers in this TOR correspond to the Section numbers in the Alliant Small Business Contract.

### **F.3 TASK ORDER PERIOD OF PERFORMANCE**

The period of performance for this Task Order is a one year (12 month) base period with three one year (12 month) option periods.

### **F.4 PLACE OF PERFORMANCE**

The primary place is GSA Headquarters located at 1800 F St NW, Washington, D.C. 20405, and the contractor may be required to attend meetings at other contractor locations in the Washington, DC metropolitan area. Limited travel outside the DC Metropolitan commuting area may occur under this task order, and must be approved in advance by the COR.

### **F.5 DELIVERABLES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

IAW: In Accordance With

All references to Days: Government Workdays (unless otherwise specified)

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

<b>MILESTONE/DELIVERABLE</b>	<b>SOW REFERENCE</b>	<b>PLANNED COMPLETION DATE</b>
Project Start (PS)	NA	TOA
Kick-Off Meeting	C.5.1.1	Within 10 days after Task Order Award
Copy of TO (initial award and all modifications)	F.5.1	NLT 10 days after TOA and NLT 5 days following each Task Order modification
Project Management Plan – Draft	C.5.1.2	At Task Order Kick-Off Meeting
Project Management Plan – Final	C.5.1.2	To be submitted 10 days following Government comments on draft PMP
Monthly Status Report	C.5.1.4	Monthly NLT 10 calendar days after the end of the reporting period; must be accompanied with invoice
Technical Status Meetings	C.5.1.5	Once every other week

## SECTION F – DELIVERABLES OR PERFORMANCE

MILESTONE/DELIVERABLE	SOW REFERENCE	PLANNED COMPLETION DATE
Trip Report(s)	C.5.1.6	NLT 10 days following each trip
Transition-Out Plan	C.5.1.7	NLT 90 calendar days prior to end of TO
Transition-Out Lessons Learned Meeting	C.5.1.7	NLT 30 calendar days prior to end of TO
IAE Architecture Integration and Management Plan	C.5.2.1	IAW the Final PMP Schedule and updated monthly
IAE Release Plan	C.5.2.2	IAW the PMP Schedule
IAE Integrated Master Schedule	C.5.2.3	IAW the PMP Schedule
Technical Governance Management Plan	C.5.3.1	IAW the PMP Schedule
Data Management and Governance Plan	C.5.3.2	IAW the PMP Schedule
Data Governance Charter	C.5.3.2	IAW the PMP Schedule
API Management Plan	C.5.3.3	IAW the PMP Schedule
Technical Requirements Documentation	C.5.4	IAW the PMP Schedule
UX/UI Documentation	C.5.5	IAW the PMP Schedule
Business Analysis/Business Case Support	C.5.6	IAW the PMP Schedule
IAE Change Management Plan	C.5.7	IAW the PMP Schedule

The contractor shall not, without prior express written permission of the Contracting Officer, include any notices or markings in, on or with any deliverable identified in the above table that are inconsistent with the Government's rights in the deliverables under FAR 52.227-14.

For the avoidance of doubt, the Government intends to reuse the deliverables produced under this Task Order in support of other procurements and other IAE activities.

### **F.5.1 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within ten workdays from the date of the CO's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

## SECTION F – DELIVERABLES OR PERFORMANCE

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **F.5.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the GSA's designated repository. The following are the required electronic formats; the contractor's versions must be compatible with the latest, commonly available version on the market.

- Text MS Word
- Spreadsheets MS Excel
- Briefings MS PowerPoint
- Drawings MS Visio
- Schedules MS Project

### **F.6 PLACE(S) OF DELIVERY**

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) and Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM  
ATTN: Michael Skorny COR  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: (571) 329-8238  
Email: Michael.skorny@gsa.gov

Copies of all deliverables shall also be delivered to the GSA, IAE TPOC at the following address:

TBD

### **F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment H as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

## SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: The Section numbers in this TOR correspond to the Section numbers in the Alliant Small Business Contract.

### **G.3.5 CONTRACTING OFFICER'S REPRESENTATIVE**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **G.3.5.1 CONTRACT ADMINISTRATION**

##### Contracting Officer

Brenda Cockrell  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 202-208-4706  
Email: [brenda.cockrell@gsa.gov](mailto:brenda.cockrell@gsa.gov)

##### Contracting Officer's Representative:

Michael Skorny  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Washington, DC 20405  
Telephone: 571-329-8238  
Email: [Michael.skorny@gsa.gov](mailto:Michael.skorny@gsa.gov)

##### Technical Point of Contact:

Provided after award.

### **G.9.6 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: *(from GSA Form 300, Block 2)*  
Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*  
FEDSIM Project Number: GS00691  
Project Title: IAE Technical Governance

## SECTION G – CONTRACT ADMINISTRATION DATA

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned ID and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **G.9.6.1 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the client POC for review prior to its submission to GSA.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

#### **G.9.6.1.2 LABOR HOUR CLINs**

The contractor may invoice monthly on the basis of cost incurred for the LH CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding TO ceiling rate
- f. Cost incurred not billed

#### **G.9.6.1.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLIN. The invoice shall include the period of performance covered by the invoice and the CLIN number

## SECTION G – CONTRACT ADMINISTRATION DATA

and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

### **G.9.6.1.4 TRAVEL**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulation (FTR) - prescribed by the GSA, for travel in the contiguous U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the Joint Travel Regulation/Federal Travel Regulation. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Lodging costs
- k. Total charges
- l. Explanation of variances exceeding 10% of the approved versus actual costs
- m. Indirect Handling Rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **H.2 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as “Key.” The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government encourages and will evaluate additional Key Personnel as proposed by the offeror.

- a. Program Manager (PM)
- b. Technical Governance and Architecture Lead

The Government desires that Key Personnel be assigned for the duration of the TO.

#### **H.2.1 PROGRAM MANAGER**

The contractor shall provide a Program Manager who is responsible for the day to day oversight of contractor personnel and task order performance. The PM shall have the authority to make commitments on behalf of the contractor regarding schedule, personnel, and performance, and shall be responsible for responding to Government issues, concerns, or problems. The PM should proactively address all Government concerns to the best of their ability.

It is required that the PM has the following experience:

- Project Management Institute (PMI), Project Management Professional (PMP)

It is desirable that the PM has the following:

- Experience with successfully planning, directing, and managing complex projects or operations of a similar nature, size and scope as required under this task order;
- Experience with designing IT architectures with diverse sets of complex applications, databases, network connections, and communications subsystems to facilitate Agile IT development for projects in the Federal Government;
- Experience in a Federal Government context with establishing a robust data governance and management framework that allows for Agile IT;
- Experience in leading projects with significant political visibility and a diverse set of stakeholders throughout the project lifecycle;
- Familiarity with the Federal Procurement process and the Federal Assistance process;
- ITIL v3.x Foundation Qualification; and
- Certified Agile Practitioner.

#### **H.2.2 TECHNICAL GOVERNANCE AND ARCHITECTURE LEAD**

It is required that the Technical Governance and Architect has the following experience:

- Certified Agile Practitioner

It is desirable that Technical Governance and Architect qualifications:



## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Experience in managing and governing architectures composed with similar technologies, complexity across multiple vendors with information technology contracts that include a service desk;
- Experience as an enterprise and systems architect on environments of similar size, scope, and complexity;
- Experience in the development and management of APIs for architectures of similar size, scope, and complexity;
- ITIL v3.x Foundation Qualification; and
- PMI PMP, or another widely recognized PMP Certification.

### **H.2.3 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6, Alternate IV Termination (Cost Reimbursement).

### **H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)**

The Government anticipates providing Government Furnished Property (GFP) under this Task Order. This includes hardware, software, and intellectual property or Government Furnished Information. All diagrams, architectural design drawings, and other related requirements documents being provided in section J of this Task Order shall be considered property of the Government. The Government will track GFP being issued to contractor for performance of this Task Order. Currently, the Government anticipates issuing the following GFP in addition to the intellectual property contained in Section J of this Task Order:

- Government owned laptops
- ProVision software licenses

### **H.7 SECURITY CONSIDERATIONS**

The contractor shall comply with GSA Order 2100.1 - "IT Security Policy", GSA Order ADM 9732.1C - "Suitability and Personnel Security", and OCHCO/OCIO HSPD-12 Personal Identity Verification and Credentialing Standard Operating Procedures (SOP). Background investigations are required for access to GSA information systems. The contractor shall adhere to all security-related laws, requirements and regulations that bind the Government.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

The contractor shall comply with agency personal identity verification procedures that implement Homeland Security Presidential Directive - 12 Information Processing Standards Publication (FIPS PUB) Number 201. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal Information system. Work on this project may require contractor personnel to have access to limited information to fully integrate financial, operational, procurement, and personnel data. The clearance is considered sensitive, but unclassified.

Contractor personnel working under this Task Order will not be required to have a security clearance. Selected contractor employees may be required to complete mandatory Security Awareness and Privacy Training (this training is often provided internally by GSA).

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the task order. The contractor shall implement procedures to ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive Government information, data, and/ or equipment. The contractor's procedures shall be consistent with Government and GSA policies, including GSA Order 2100.1, Information Technology Security Policy (or most current version), OMB Memorandums & Circulars, FISMA, the Computer Security Act of 1987, and the Privacy Act.

### **H.9 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **H.9.1 ORGANIZATIONAL CONFLICT OF INTEREST**

##### **H.9.1.2 CURRENT SUPPORT**

If the contractor has or is currently providing support or anticipates providing support to GSA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

The Government has identified the following existing efforts for which an OCI would occur:

- System of Award Management (SAM)
- Federal Procurement Data System – Next Generation (FPDS-NG)
- USA Spending
- Federal Business Opportunities (FBO)
- Electronic Subcontracting Reporting System (eSRS)
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)
- Contractor Performance Assessment Reporting System (CPARS)
- Federal Awardee Performance and Integrity Information System (FAPIIS)

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Past Performance Information Retrieval System (PPIRS)
- Federal Service Desk (FSD)
- Wage Determination OnLine (WDOL)
- Catalog of Federal Domestic Assistance (CFDA)
- Common Services

These OCIs cannot be mitigated.

### **H.9.1.2 FUTURE SUPPORT**

The awardee shall be ineligible from proposing as a prime contractor or serving as a subcontractor on any procurement issued by GSA for work involving any aspect of the Integrated Award Environment for the duration of the contract. There is **no** mitigation strategy to resolve this organizational conflict of interest.

The Government is aware of the following requirements for which an OCI would occur:

- Common Services

This OCI cannot be mitigated.

### **H.9.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, (insert Attachment reference)) and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form (Section J, E) prior to the commencement of any work on the TO,
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information, And
- c. Are instructed in FAR Part 9 for third party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

### **H.14 SECTION 508 COMPLIANCE REQUIREMENTS**

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

### **H.16 COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

### **H.23 TRAVEL**

#### **H.23.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.

#### **H.23.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the (insert either the Federal Travel Regulations (FTR)).

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

## **H.24 ODCs**

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO and without complying with the requirements of Section H.26, Commercial Software Agreements.

## **H.25 COMMERCIAL SOFTWARE AGREEMENTS**

H.25.1 The Government understands that commercial software tools that may be purchased in furtherance of this Task Order as described in section C.5 and as contemplated in the Tools and ODC CLINs in section B.7 may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as "clickwrap" or "browsewrap" (collectively, "Software Agreements"). The parties acknowledge that the FAR clause at 12.212(a) requires the Government to procure such tools and their associated documentation under such Software Agreements to the extent such Software Agreements are consistent with Federal law.

H.25.2 In order to ensure that the Software Agreements are consistent with Federal law, the contractor shall not make any purchase contemplated in section C.X above without first securing the consent of the licensor of such software tools to amend the Software Agreements in accordance with the Amendment clause set forth in section H.25.4 below. The contractor shall submit documentary evidence of such consent as part of its technical proposal.

H.25.3 The requirements of this section H.25.3 apply only to those commercial software tools newly purchased under this Task Order; they do not apply to software furnished as GFI/GFE (if any). Further, they apply only to those Software Agreements that define the Government as the licensee or are intended to be transferred or assigned to the Government, with the Government becoming the licensee, at the end of this TO.

H.25.4 As used in the Amendment clause, the term "this Agreement" refers to each Software Agreement. The relevant definitions and the capitalization of terms (e.g., Licensee, Licensor, Software, Agreement) may be adjusted as necessary to match the nomenclature of the Software Agreement.

### **Amendment**

For Federal Government Licensees, this Agreement is hereby amended as follows:

1. ***Dispute resolution and governing law:*** Any arbitration, mediation or similar dispute resolution provision in this Agreement is hereby deleted. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the United States of America, and dispute resolution shall take place in a forum, and within the time period, prescribed by applicable federal law. To

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

the extent permitted by federal law and then only to the extent not pre-empted by federal law, the laws of the state specified in this Agreement (excluding its choice of law rules) will apply. No equitable or injunctive relief, and no shifting of legal fees or costs, may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.

2. **Indemnification:** Any provisions in this Agreement requiring any Federal Government Licensee to indemnify any party are hereby deleted and shall not apply. Any provisions requiring the licensor to indemnify the Federal Government Licensee shall be revised to state that such indemnification, and the conduct and/or settlement of any applicable proceedings, shall be subject to 28 USC 516.
3. **Changes in templates:** This Agreement shall apply in the version attached hereto. Subsequent updates to or changes in the licensor's standard commercial templates for such agreements shall not be binding on the Federal Government Licensee, except by prior express written agreement of both parties.
4. **Fees, taxes and payment:** If the Software is licensed as part of a separate Government contract between the Federal Government Licensee and a prime contractor, the provisions of such contract regarding fees, taxes and payment shall supersede any provisions of this Agreement regarding same. Notwithstanding the foregoing: (a) express written agreement of the Federal Government Licensee shall be required prior to (i) any extension or renewal of this Agreement or the associated fees or (ii) any change in the fees; (b) late payments shall be governed by the Prompt Payment Act and the regulations at 5 CFR 1315; and (c) no cost of collection on delinquent invoices may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
5. **Assignment:** Licensor may not assign this Agreement or its rights or obligations there under, in whole or in part, except in accordance with the procedures set forth in FAR subparts 32.8 and/or 42.12, as applicable.
6. **No waiver of liability or cause of action:** Any provision requiring the Federal Government Licensee to agree to waive or otherwise not to pursue any claim against the licensor it may otherwise have is hereby deleted. Without limiting the generality of the foregoing, the parties agree that nothing in this Agreement, including but not limited to the limitation of liability clauses, in any way grants the licensor a waiver from, release of, or limitation of liability pertaining to, any past, current or future violation of federal law and that no clause restricting users' statements shall be read to restrict the Federal Government Licensee's ability to pursue any course of action otherwise permitted by federal law, regulation, or policy, including without limitation making public statements in connection with any suspension or debarment action.
7. **Audit:** Any clauses in this Agreement allowing for an audit of the Federal Government Licensee's records or information systems, or verification of its compliance with this Agreement generally, shall be subject to the Federal Government Licensee's requirements pertaining to security matters, including without limitation clearances to be held and non-disclosure agreements to be executed by auditors, badging or escorting requirements for access to premises,

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

and other applicable requirements. Any over-use identified in an audit shall be referred to the prime contractor or the Federal Government Licensee's contracting officer (as applicable) for action. No audit costs may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.

8. ***Compliance with laws:*** The parties acknowledge that the United States, as a sovereign, is subject to the laws of the United States. Nothing in this Agreement shall be interpreted to imply consent by any Federal Government Licensee to submit to the adjudicative or enforcement power of any regulatory, administrative, or judicial authority of, or the application of the laws of, another jurisdiction. Any provision inconsistent with applicable federal law that is not listed above is hereby deemed omitted from this Agreement to the extent of such inconsistency.
9. ***Third party terms:*** Any third party licensing terms associated with third-party software components or products embedded in or otherwise provided with the Software shall be deemed amended in accordance with sections 1-8 above.

### **H.26 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply. The Software Agreements referenced in section H.25, amended as contemplated therein, shall be deemed to constitute such disclosure with regard to their associated commercial software tools and shall prevail over any inconsistent provision in FAR 52.227-14 to the extent of such inconsistency.

## SECTION I – CONTRACT CLAUSES

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Small Business Contract.

### **I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. The full text of a provision may be accessed electronically at:

FAR website: <https://www.acquisition.gov/far/>

Clause No	Clause Title	Date
52.216-31	Time-and-Materials/Labor-hour Proposal Requirements— Commercial Item Acquisition	(Feb 2007)
52.217-8	Option to Extend Services Fill-In Date: 30 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract Fill-In Date: (a) 30 days Fill-In Date: (b) 60 days Fill-In Date: (c) 4 years and 6 months	(Mar 2000)
52.227-14	Rights in Data – General	(Dec 2007)
52.227-14	Rights In Data – General Alternates II and III	(Dec 2007)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-40	Providing Accelerated Payment to Small Business Subcontractors	(Dec 2013)

### **I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

Clause No.	Clause Title	Date
552.232.25	Prompt Payment	(Nov 2009)
552.239-71	Security Requirements for Unclassified Information Technology Resources	(Jan 2012)



## SECTION J – LIST OF ATTACHMENTS

### **J.1 LIST OF ATTACHMENTS**

All attachments are electronically attached.

<b>Attachment</b>	<b>Title</b>
A	COR Appointment Letter
B	Acronym List
C	Travel Authorization Template (electronically attached .xls) (To be provided after TOA)
D	Consent to Purchase/Request to Initiate Purchase Template (electronically attached .xls) (To be provided after TOA)
E	Corporate Non-Disclosure Agreement
F	Government-Furnished Property (To be provided at TOA for current list see Section H.5, Government-Furnished Property)
G	Sample Monthly Status Report
H	Sample Problem Notification Report
I	Deliverable Acceptance-Rejection Report
J	Project Staffing Plan Template (To be removed at TOA)
K	Key Personnel Qualification Matrix (To be removed at TOA)
L	Offeror Q&A Template (To be removed at TOA)
M	IAE Analysis of Alternatives
N	IAE Roles and Responsibilities Description
O	IAE RASCI Matrix
P	IAE Roles and Responsibility Scope
Q	IAE Current Environment
R	IAE Future Environment Domain Diagrams
S	IAE Maturity Roadmap
T	IAE Agile Development Engagement Chart

**K.1 NOTICE OF WOSB SET-ASIDE**

**FAR 52.219-30 Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Jul 2013)**

(a) *Definitions.* “Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

“WOSB Program Repository” means a secure, Web-based application that collects, stores, and disseminates documents to the contracting community and SBA, which verify the eligibility of a business concern for a contract to be awarded under the WOSB Program.

(b) *Applicability.* This clause applies only to--

- (1) Contracts that have been set aside or reserved for WOSB concerns eligible under the WOSB Program;
- (2) Part or parts of a multiple-award contract that have been set aside for WOSB concerns eligible under the WOSB Program; and
- (3) Orders set aside for WOSB concerns eligible under the WOSB Program, under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) *General.*

- (1) Offers are solicited only from WOSB concerns eligible under the WOSB Program. Offers received from concerns that are not WOSB concerns eligible under the WOSB program shall not be considered.
- (2) Any award resulting from this solicitation will be made to a WOSB concern eligible under the WOSB Program.
- (3) The Contracting Officer will ensure that the apparent successful offeror has provided the required documents to the WOSB Program Repository. The contract shall not be awarded until all required documents are received.

(d) *Agreement.* A WOSB concern eligible under the WOSB Program agrees that in the performance of the contract for--

- (1) Services (except construction), the concern will perform at least 50 percent of the cost of the contract incurred for personnel with its own employees;

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

(2) Supplies or products (other than procurement from a non-manufacturer in such supplies or products), the concern will perform at least 50 percent of the cost of manufacturing the supplies or products (not including the costs of materials);

(3) General construction, the concern will perform at least 15 percent of the cost of the contract with its own employees (not including the costs of materials); and

(4) Construction by special trade contractors, the concern will perform at least 25 percent of the cost of the contract with its own employees (not including cost of materials).

(e) *Joint Venture*. A joint venture may be considered a WOSB concern eligible under the WOSB Program if--

(1) It meets the applicable size standard corresponding to the NAICS code assigned to the contract, unless an exception to affiliation applies pursuant to 13 CFR 121.103(h)(3);

(2) The WOSB participant of the joint venture is designated in the System for Award Management as a WOSB concern eligible under the WOSB Program;

(3) The parties to the joint venture have entered into a written joint venture agreement that contains provisions--

(i) Setting forth the purpose of the joint venture;

(ii) Designating a WOSB concern eligible under the WOSB Program as the managing venturer of the joint venture, and an employee of the managing venturer as the project manager responsible for the performance of the contract;

(iii) Stating that not less than 51 percent of the net profits earned by the joint venture will be distributed to the WOSB;

(iv) Specifying the responsibilities of the parties with regard to contract performance, sources of labor, and negotiation of the WOSB contract; and

(v) Requiring the final original records be retained by the managing venturer upon completion of the WOSB contract performed by the joint venture.

(4) The joint venture must perform the applicable percentage of work required in accordance with paragraph (d) above; and

(5) The procuring activity executes the contract in the name of the WOSB concern eligible under the WOSB Program or joint venture.

(f) *Nonmanufacturer*. A WOSB concern eligible under the WOSB Program that is a non-manufacturer, as defined in 13 CFR 121.406(b) or FAR 19.102(f), may submit an offer on a

WOSB requirement with a NAICS code for supplies, if it meets the requirements under the non-manufacturer rule set forth in those regulations.

(End of clause)

**K.1 SMALL BUSINESS PROGRAM REPRESENTATIONS**

**FAR PART 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2012)**

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 518210.

(2) The small business size standard is \$30.0 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. *[Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision.]* The offeror represents as part of its offer that—

(i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

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(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (b)(4) of this provision.] The offeror represents as part of its offer that--

(i) It ☐ is, ☐ is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(7) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(6) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(8) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that –

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(8)(i) of

this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [*The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.*] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision--

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

“Service-disabled veteran-owned small business concern”—

(1) Means a small business concern—

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern,” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

“Veteran-owned small business concern” means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

“Women-owned small business concern,” means a small business concern --

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(d) *Notice.*

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of Provision)

### **K.2 DATA RIGHTS REPRESENTATIONS**

#### **FAR 52.227-15 -- Representation of Limited Rights Data and Restricted Computer Software.**

As prescribed in [27.409\(c\)](#), insert the following provision:

**Representation of Limited Rights Data and Restricted Computer Software (Dec 2007)**

(a) This solicitation sets forth the Government's known delivery requirements for data (as defined in the clause at 52.227-14, Rights in Data--General). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data instead. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) By completing the remainder of this paragraph, the offeror represents that it has reviewed the requirements for the delivery of technical data or computer software and states [*offeror check appropriate block*]

☐ (1) None of the data proposed for fulfilling the data delivery requirements qualifies as limited rights data or restricted computer software; or

☐ (2) Data proposed for fulfilling the data delivery requirements qualify as limited rights data or restricted computer software and are identified as follows:

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(c) Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of the data should a contract be awarded to the offeror.

(End of provision)



**L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. The solicitation provisions and/or contract clauses are available in either HTML or PDF format at:

<https://www.acquisition.gov/far>

Clause No	Clause Title	Date
52.215-1	Instructions to Offerors-Competitive Acquisition	(JAN 2004)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV	(OCT 2010)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(MAY 1999)

**L.2 GENERAL INSTRUCTIONS**

- a. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 33, "Solicitation, Offer, and Award," completed and signed by the offeror, Block 17 constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the SF 33 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- b. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.
- c. The Government may make award based on initial offers received, without discussion of such offers. Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- d. Offerors submitting restrictive data will mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors-Competitive Acquisition, which is incorporated by reference. Clause 52.215-1 states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall –

Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a TO is awarded to this offeror as a result of--or in connection with--the submission of this data, and the Government incorporates the proposal as part of the award, the Government shall have the right to duplicate, use, or disclose the data. Also, this restriction does not

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

- e. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- f. The authorized negotiator or the signatory of the SF 33 will be notified of the date and time of the oral technical proposal presentation. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.
- g. This procurement is conducted under the procedures of FAR Subpart 16.5. The policies and procedures of FAR Subpart 15.3 do not apply.

### **L.3 SUBMISSION OF QUESTIONS**

Offerors are requested to utilize the "offeror Q&A template" included in section J of this solicitation for submission of questions. Offerors shall submit their questions grouped by solicitation Section and make reference to the particular Section/Subsection number. Questions must be received before the date specified for receipt of questions. **Questions or requests for extension submitted after the cut-off date will not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

### **L.4 RESERVED**

### **L.5 GENERAL INFORMATION**

The total estimated of CLINS 0001, 1001, 2001, and 3001 value of this TO is between \$8.6 million and \$9.6 million over the life of the TO. The estimate does not include Long Distance Travel and ODCs. Any proposal that is not within this range shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range. Additionally, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract. The offeror shall use the Government provided plug numbers in Section B.7 for Long Distance Travel and ODCs.

Proposals will be valid for a period of 120 calendar days from the date of delivery.

### **L.6 SUBMISSION OF OFFERS**

Each offer shall be in three parts. The offeror shall submit all on the due date indicated on SF 33.

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Part I is the written Cost/Price proposal and shall contain the following:

- a. Solicitation, Offer and Award (SF 33) (TAB A)
- b. Section B – Supplies or Services and Prices/Costs (TAB B)
- c. Cost/Price Supporting Documentation (TAB C)
- d. Cost/Pricing Assumptions (TAB D)
- e. Organizational Conflict of Interest Statement (TAB E)
- f. Contract Registration (TAB F)
- g. Management Systems (TAB G)
- h. Price Explanation (TAB H)
- i. System for Award Management (SAM) Record Certifying WOSB status at time of proposal (TAB I)

Part II is the written Technical Proposal and shall contain the following:

- a. Key Personnel Qualification Matrix, including Letters of Commitment
- b. Project Staffing Plan Table
- c. Software Licensing Compliance Statement
- d. Representation of Limited Rights Data
- e. Technical Assumptions (if any)
- f. Copy of slides from Part III

Part III is the oral technical proposal presentation and shall address the following:

- a. Technical and Management Approach
- b. Key Personnel and Project Staffing Approach

The CO will schedule the oral technical proposal presentation after all proposals are received. The oral technical proposal presentation shall contain the information shown in paragraph L.10.

### **L.7 SUBMISSION OF THE WRITTEN COST/PRICE PROPOSAL (PART I)**

Written Cost/Price Proposals shall be submitted as an original, 1 paper copy, and an electronic copy (CD). The offeror shall submit all proposed costs using Microsoft Excel software utilizing the formats without cells locked and include all formulas. The proposal shall contain the following tabs:

- a. Request for Quotation (SF 33) (Tab A). When completed and signed by the offeror, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offerors shall sign the SF 33 in Block #17.
- b. Supplies or Services and Prices/Costs (Tab B). The offeror shall indicate the price to be charged for each item in Section B - Supplies or Services and Price/Costs rounded to the nearest whole dollar.
- c. Price Supporting Documentation (Tab C). The information requested in the quote is required to enable the Government to perform a cost or price analysis. The offeror shall

## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

prepare one summary schedule (Section B – Supplies or Services and Prices/Costs) which provides the total NTE amount for each CLIN and the total NTE price offered. Along with the summary schedule, the offeror is required to provide full back-up documentation for each CLIN and proposed Task Area. The back-up documentation shall detail the labor categories to be used and labor hours proposed by category. The offeror shall identify the discounts offered by the offeror and/or the offeror's teaming partners(s), and, if necessary, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract..

- d. Cost/Pricing Assumptions (Tab D). Offerors must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price Quote is based.
- e. Organizational Conflict of Interest Statement (Tab E). The offeror shall complete and sign an OCI Statement in which the offeror (and any subcontractors, consultants, or teaming partners) disclose information concerning actual or potential OCI affecting the offeror's quote or any work related to this TOR, as it relates to the provisions of Section H.9.1. The statement should be accompanied by the offeror's plan for mitigation, avoidance, or neutralization, if appropriate.
- f. Contract Registration (Tab F). The offeror shall submit a statement that the contract vehicle under which this quote is being submitted has been registered in TOS (<https://portal.fas.gsa.gov>) and that all information in TOS is up-to -date.
- g. Management Systems (Approved Cost Accounting and Purchasing System) (Tab G). The offeror shall describe all applicable management systems (e.g., accounting, estimating, purchasing). If applicable, the offeror shall specifically include the date of the last DCAA/DCMA (or other designated responsible Government agency, if applicable) cost accounting system and purchasing system audits, a copy of the results of the audits, audit report number, and date determined adequate. This shall include verification in a form acceptable to the Government of the currently determined adequate systems [e.g., copy of most recent Government purchasing system approval and Government Cost Accounting System adequacy letter]. The offeror shall additionally include the name, office, and phone number of their cognizant DCAA/Government audit agency and DCMA/Government Administrative Contracting Officers (ACO) who is responsible for any cost accounting and purchasing system reviews of the contractor.
- h. Price Explanation (Tab H). If the offeror's price is outside the range contained in Section L.5, the offeror shall describe as to why its proposal is above or below the range in Section L.5. The offeror shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the quote the offeror would like the Government to consider as the justification for the deviation from the range. If necessary, offerors shall provide explanation for any Loaded Hourly Labor Rates that exceed the rates established in its basic contract.
- i. SAM Record (Tab I). The offeror shall provide certification of its status as a WOSB eligible under the WOSB program in accordance with the information contained in Section K.1 of this TOR.

**Pursuant to Section L.6 (Submission of Offers Section), offerors shall not include any cost/Price data in the technical proposals.**

## **L.8 SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL, PART II**

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide an original, 5 copies, **and an electronic copy (CD)** containing all required sections of this Part.

### **L.8.1 PROJECT STAFFING PLAN TABLE**

The offeror shall provide a Project Staffing Plan Table in accordance with the Project Staffing Plan Table Template in Section J, J. The submission shall contain all individuals that will be working on this effort. All Key Personnel proposed shall be available to begin work immediately on the Project Start Date indicated in Section F.5 of this solicitation.

If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate “to be determined” in the Project Staffing Plan Table. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan Table. The names of all non-Key Personnel that can be provided shall be provided.

### **L.8.2 KEY PERSONNEL QUALIFICATION MATRIX**

The offeror shall submit a Key Personnel Qualification Matrix for each Key Person proposed relating the specialized experience identified in Section H.2 of this TO and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. Each Key Personnel Qualification Matrix shall be limited to six pages, including the Letter of Commitment.

The offeror shall represent the following:

- a. All Key Personnel meet the requirements of the Alliant Small Business Contract.
- b. All Key Personnel meet the requirements of the TO, including security clearance requirements.
- c. All Key Personnel named are available to begin work on the Project Start Date designated in Section F.
- d. Letter of Commitment, signed by each proposed Key Person at the proposal submission due date.

### **L.8.3 SOFTWARE LICENSING COMPLIANCE STATEMENT**

The offeror shall submit a statement providing confirmation that all applicable License Agreements will comply with the requirement of Section H.25.

### **L.8.4 REPRESENTATION OF LIMITED RIGHTS DATA**

The offeror shall submit a statement of limited rights data in accordance with the information in Section K.2 of the TOR.

### **L.8.5 ORAL PRESENTATION SLIDES**

In support of Proposal Part III, the offeror shall submit the oral presentation slides at the same time as its Parts I and II submission. The oral technical proposal presentation slides shall be separately bound from the other tabs in proposal Part II.

### **L.8.6 TECHNICAL ASSUMPTIONS**

Offerors shall identify and address any assumptions affecting the technical proposal citing the component(s) of the proposal to which they pertain.

The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government's requirements.

## **L.9 PART III – ORAL TECHNICAL PROPOSAL PRESENTATION**

Each offeror shall make an oral technical proposal presentation and participate in a question and answer (Q&A) session led by the CO and will also include the Technical Evaluation Board (TEB) Members and other representatives of the Government. The offeror must be prepared to answer questions about the oral technical proposal presentation and the written technical proposal in the Q&A session. The oral technical proposal presentation and Q&A session will be held at the unclassified level. The oral technical proposal presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the TOR. The offeror's oral technical proposal presentation shall contain the information in Section L.9.5.

The contents of all proposals will be delivered to FEDSIM in accordance with Section L.10 of this TOR. The oral technical proposal slides shall be separately bound from Parts I and II.

Changes from the submitted slides will not be allowed or considered. Oral technical proposal presentation slides presented that differ from slides delivered with the technical proposal will not be evaluated.

### **L.9.1 ORAL TECHNICAL PROPOSAL PRESENTATION CONSTRAINTS**

The offeror shall identify the authors of the presentation by name and association with the offeror. Attendance at the presentation and the subsequent Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are highly encouraged to attend) and no more than three additional corporate representatives of the offeror. An offeror's "Key Personnel" includes only those persons who will be assigned to the TO as Key Personnel as described in Section H.2.

The three additional people (e.g., CEOs, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the presentation. Any of the three additional personnel may make a brief introduction which will not be evaluated, but will count towards the offeror's allotted time. For the remainder of the presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set-up. After opening remarks by the Government, the offeror will be given up to 60 minutes to present. The presentation will be stopped precisely after 60 minutes.

Upon completion of the presentation, the Government will caucus to formulate any clarification questions regarding the technical proposal, however, proposal revisions are not expected and will not be allowed. The Government and offeror will then address any clarification questions posed by the CO or the TEB Chairman. The offeror may briefly caucus to coordinate responses to specific requests clarifications. The total presentation, caucus and clarification session are expected to last approximately three to four hours. The CO and the TEB Chairman will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer questions. Offerors shall provide 4 appropriately bound hard copies of the presentation materials (including slides, transparencies). Only those slides actually discussed and presented will be considered in the technical evaluation.

### **L.9.2 ORAL TECHNICAL PROPOSAL PRESENTATION MEDIA**

There is no limit to the number of slides that can be presented during the oral technical proposal presentation, but only those slides presented during the oral presentation will be considered for evaluation (oral technical proposal presentation slides shall be submitted in advance with the written submission). Any slides over and above those presented during the oral presentation will be returned to the offeror and will not be evaluated as part of this source selection. No other media may be used. Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. The slides shall not contain any fonts smaller than a proportionally spaced font (such as Times New Roman) of at least 12 point.

Except for the screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation.

### **L.9.3 ORAL TECHNICAL PROPOSAL PRESENTATION SCHEDULING**

The CO will provide the oral technical proposal presentation schedule to the authorized negotiator or the signatory of the SF 33. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's oral technical proposal presentation at its sole discretion.

Oral Technical Proposal Presentations will be given at facilities designated by the CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled.

#### **L.9.4 RECORDING OF THE ORAL TECHNICAL PROPOSAL PRESENTATION**

The offeror may **not** record or transmit any of the oral presentation process. All offeror's electronic devices shall be removed from the room while the Government is caucusing after the oral presentation.

#### **L.9.5 ORAL TECHNICAL PROPOSAL PRESENTATION TOPICS**

The Government does not expect the offeror to provide a thorough presentation of those items already submitted in writing in Part II. Instead, the offeror shall address this information under the topics provided. The oral technical proposal presentation shall include the following topics, and be organized in the following order: Include topics such as the following:

- a. Topic 1: Technical and Management Approach
- b. Topic 2: Key Personnel and Project Staffing Approach

**METHODOLOGY.** For this acquisition the term “methodology” is defined as the system of practices, techniques, procedures and rules as required by this TO. This definition is based on the Project Management Institute’s Project Management Body of Knowledge. For the avoidance of doubt, the Government is seeking a coherent discussion of *how* the offeror proposes to meet its requirements, rather than a mere restatement of the requirements or a mere listing of *what* it proposes to do. The latter will not be deemed to constitute a methodology.

##### **L.9.5.1 TECHNICAL AND MANAGEMENT APPROACH (TOPIC 1)**

The offeror shall identify and describe the methodology and analytical techniques to be used in fulfilling the technical requirements identified in the TO request. The offeror shall tailor the Technical and Management approach to achieve the objectives and tasks as identified in Section C of the TOR. The Technical and Management Approach shall describe the following:

- a. An approach that demonstrates a full understanding of the complexities and challenges facing the IAE;
- b. An approach providing program management support, process management and control, organizational structure, project status reporting, program metrics, and corrective actions that will support a transformation from the current stated to the future state of the IAE.
- c. An approach to managing conflicts between and collaborating with parties as described which is tailored to the complexity of the IAE solution, its relationships with external stakeholders, and the need to be compliant with the external requirements of the grants and acquisition community.
- d. A sound approach to identifying and applying resources to accomplish the requirements in an appropriate and efficient manner.
- e. A process for establishing lines of communication between the offeror’s team, the Government, and other in scope third parties, for timely problem identification, mitigation and resolution.

The offeror shall ensure that its Technical and Management Approach demonstrate an integrated, holistic approach to meeting the objectives of this Task Order.



**L.9.5.2 KEY PERSONNEL AND PROJECT STAFFING APPROACH (TOPIC 2)**

During the oral presentation, the offeror shall discuss their project staffing approach, describing the project staffing strategy, rationale for the proposed labor mix, and the experience, skill, and qualifications of the proposed personnel. The offeror shall specifically address the following:

- a. Rationale for choosing the Key Personnel. Describe how each Key Person would be involved in each task/subtask and how their qualifications and experience uniquely qualify them for the Key Personnel positions described in Section H.
- b. Methodology for providing the appropriate labor mix in relation to the tasks/subtasks in Section C and to the evolving nature of the IAE.
- c. The offeror's ability and approach to retain staff with leading-edge Agile skills and knowledge, and to adjust the labor mix as the program matures, and the requirements shift from a development to an operating environment.

**L.10 DELIVERY INSTRUCTIONS**

Offerors shall deliver written proposals in accordance with the cover letter.

## **M.1 METHOD OF AWARD**

The Government anticipates awarding a TO to the offeror whose proposal is the most advantageous to the Government, price and other factors considered. Technical proposals will be evaluated based on the factors described in Section M.5. All evaluation factors other than cost or price, when combined, are significantly more important than cost. Award may be made to other than the lowest priced, technically acceptable proposal.

This acquisition is being conducted under FAR 16.5. Principles and procedures of Subpart 15.3 do not apply. The Government may make award based on initial offers received, without discussion of such offers in accordance with FAR clause 52.215-1, or the Government may make award after clarifications of some aspects of the proposal. Accordingly, the Government reserves the right to do any or all of the following:

- a. Award on initial proposals, without discussion.
- b. Ask clarifying questions during the question and answer period of the oral presentations if needed. Clarification questions may include asking offerors to clarify statements made during oral presentations, if the contents of the oral presentations warrant clarification. Clarification questions may include asking offerors to clarify their written technical proposals. As a result, the Government may have communications with some, but not all, offerors; these communications, however, will be clarifications and not discussions. In these situations, the Government will consider the offeror's clarifying response(s) without allowing proposal revisions.
- c. Have communications, ask clarifying questions, request corrections relative to minor errors in the price proposal, or request cost/price substantiating documentation to facilitate the Government's final evaluation of price proposals with one or some offerors. These communications, clarifications, or requests for corrections or substantiating documentation will not materially change the offeror's proposal in terms of conformance to TOR requirements, constitute discussions such as the removal of an unacceptable assumption, or materially change pricing.

Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

## **M.2 PRICE PROPOSAL EVALUATION**

The offeror's written cost proposals (Section L.7, Part I, Tabs A through H) will be evaluated to determine cost realism and reasonableness. Costs that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any proposal that is not within the range identified in Section L.5 shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range. The offeror shall use the Government provided plug numbers in Section B.7 for Long Distance Travel and ODCs.

### **M.3 ORGANIZATIONAL CONFLICT OF INTEREST**

Tab F will be evaluated to assess whether or not an actual or potential OCI exists as defined by FAR Part 9.5. If an actual or potential conflict of interest is identified that cannot be mitigated, avoided, or resolved in accordance with FAR Part 9.5, that offeror may be ineligible for award.

### **M.4 COST ASSUMPTIONS**

The Government reserves the right to reject any proposal that includes any cost assumptions that may adversely impact satisfying the Government's requirements.

### **M.5 TECHNICAL EVALUATION FACTORS**

The Government will evaluate the following pass/fail elements. **A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the technical and pricing proposal accomplished by the Government.**

#### Pass/Fail Elements

The following will be evaluated on a Pass/Fail basis:

- a. The Government will reject any proposal that does not provide a name for each Key Person proposed at the proposal submission due date. A proposal that states, "To Be Determined" (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Sections L.8 and L.9).
- b. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date (Section L.8). Note: This requirement applies to all key personnel, including those already on the offeror's staff.
- c. The Government will reject any proposal that does not provide confirmation that all applicable License Agreements will comply with the requirement of Section H.25.
- d. The Government will reject any proposal that does not provide a SAM record that certifies that the offeror is a WOSB eligible under the WOSB program at time of proposal in accordance with the information contained in Section K of this TOR.

The Government will evaluate technical proposals (Section L.8, Part II and Section L.9 Part III) based on the following factors:

Factor 1: Technical and Management Approach (Section L.9.5.1).

Factor 2: Key Personnel and Project Staffing as shown in the written Project Staffing Plan Table/Key Personnel qualifications (Sections H.2, L.8.1, and L.8.2) as well as the information in the staffing plan/Key Personnel qualifications oral technical proposal presentation topics (Section L.9.5.2).

The technical proposal evaluation factors are listed in descending order of importance. All technical factors combined are significantly more important than cost. The Government will combine the results of the written and oral submissions to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of Not Acceptable in any single Factor will result in the overall proposal being determined Not Acceptable and therefore ineligible for award.

**M.5.1 FACTOR 1: TECHNICAL AND MANAGEMENT APPROACH**

The Government will evaluate the Technical and Management Approach based on the clarity and completeness of the approach and the degree to which the proposal meets the requirements of the TOR Section L.9.5.1 and includes innovative and effective methodologies. Specifically, the Government will be evaluating the degree to which it demonstrates:

- a. A clear, relevant, detailed, and comprehensive approach that demonstrates a full understanding of the complexities and challenges facing the IAE;
- b. A clear, relevant, detailed, and comprehensive approach to the information requested in Section L.9.5.1 (b) that will support a transformation from the current stated to the future state of the IAE.
- c. A clear, relevant, detailed, comprehensive, and user-centric approach to managing conflicts between and collaborating with parties as described in Section L.9.5.1 (b) and (d), which is tailored to the complexity of the IAE solution, its relationships with external stakeholders, and the need to be compliant with the external requirements of the grants and acquisition community.
- d. A sound approach to identifying and applying resources to accomplish the requirements in an appropriate and efficient manner.
- e. Clear lines of communication between the offeror's team, the Government, and other in scope third parties, for timely problem identification, mitigation and resolution.

The above elements are not subfactors and will not be individually rated.

**M.5.2 FACTOR 2: KEY PERSONNEL AND PROJECT STAFFING APPROACH**

The project staffing plan will be evaluated to assess the degree to which it complies with the requirements outlined in Section L.8.1, including the estimated hours and labor mix for Key and non-Key Personnel and the experience, skill, and qualifications of the personnel proposed. The Key Personnel matrix will be evaluated to assess the appropriateness and completeness of the experience, skill and qualifications of the proposed Key Personnel in accordance with Section H.2. Key Personnel will also be evaluated to assess the currency and applicability of experience as it relates to Section H.2.

**M.6 TECHNICAL ASSUMPTIONS**

All technical assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any proposal that includes any technical assumption that may adversely impact satisfying the Government's requirements.



July 16, 2014

**SUBJECT: GSA Integrated Award Environment Technical Governance Task Order Request, Amendment 2**

**ATTN: All Women-Owned Small Business (WOSB) GSA Alliant Small Business (ASB) Government-wide Acquisition Contract (GWAC) Holders**

This letter transmits Amendment 2 to the General Services Administration (GSA), Federal Systems and Integration Management Center (FEDSIM), Task Order Request (TOR) GSC-QFOB-14-32855. This amendment transmits the Government's response to questions submitted by vendors prior to the question submission deadline.

The Task Order anticipated to result from this solicitation will provide services for the GSA Integrated Award Environment (IAE), providing technical governance, supporting system development, integration, and related PMO management support services.

This solicitation is set aside for Women-Owned Small Business concerns under the ASB GWAC vehicle. The Government will reject any proposal that does not provide a SAM record that certifies that the offeror is a WOSB eligible under the WOSB program at time of proposal.

As a result of this amendment, the TOR and its attachments are revised as follows:

- Under the deliverables table in Section F.5, the Milestone/Deliverable "Technical Governance Standards" is revised to "Technical Governance Management Plan."
- Under Section I.2 FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998), Federal Acquisition Regulation provision 52.216-31 Time-and-Materials/Labor-hour Proposal Requirements—Commercial Item Acquisition is incorporated by reference.
- In Section L.6 Submission of Offers, Tab H of Proposal Part I is revised to "Price Explanation (Tab H)." The tab for SAM Record is revised to Tab I.
- In Section L.7 Submission of the Written Cost/Price Proposal (Part I), references to "SF18" are corrected to "SF33."
- In Section L.7 Submission of the Written Cost/Price Proposal (Part I), Proposal Tab G is revised to "Management Systems (Tab G)." The tab for Price Explanation is revised to Tab H, and the tab for SAM Record is revised to Tab I.
- In Section L.8.2 Key Personnel Qualification Matrix, the page limitation for each matrix is revised to six pages, including the Letter of Commitment.



- The titles within Attachments G, H, and K are corrected.
- Attachment O is revised for clarity.

All changes to the TOR and attachments are annotated with a vertical bar in the right hand margin.

In accordance with Section L of the TOR, Offerors shall submit their proposal in three Parts. Please note the due dates for each of the following sections:

- **PART I: Cost/ Price Proposal (L.6 and L.7)**  
The offeror shall submit an original, 1 paper copy, and an electronic copy **no later than 11:00AM Eastern Time on August 1, 2014.**
- **PART II: Written Technical Proposal (L.6 and L.8)**  
The offeror shall submit an original, 5 copies, and an electronic copy **no later than 11:00AM Eastern Time on August 1, 2014.**
- **PART III: Oral Technical Proposal (L.6 and L.9)**  
The offeror shall submit their oral presentation slides as an original, 5 copies, and an electronic copy, separately bound from proposal Part II, **no later than 11:00AM Eastern Time on August 1, 2014.** The Oral Technical Proposal Presentation will be scheduled by the Contracting Officer after the proposal Part II submission date. The Government anticipates conducting Oral Presentations the week of **August 4, 2014.** Oral technical proposal presentation slides presented that differ from those slides delivered on August 1, 2014, will not be evaluated.

All proposal materials shall be delivered by hand to the following address:

Jeff McMullan  
Contract Specialist  
GSA FAS AAS FEDSIM  
1800 F Street NW  
Suite 3100 (QF0B)  
Washington, DC 20405

Deliver all materials outside the E Street entrance of the building at 1800 F Street NW. Upon arrival outside the building, call Jeff McMullan, Contract Specialist, at 703.795.1064. The Contract Specialist will meet you outside the E Street entrance for proposal receipt. Delivery confirmation will be given prior to processing proposal submissions through security. Any proposal box is subject to security scanning after proposal receipt.

The period for vendor questions is now closed, and questions will no longer be considered.



July 7, 2014

**SUBJECT: GSA Integrated Award Environment Technical Governance**

**ATTN: All Women-Owned Small Business (WOSB) GSA Alliant Small Business (ASB) Government-wide Acquisition Contract (GWAC) Holders**

This letter transmits the General Services Administration (GSA), Federal Systems and Integration Management Center (FEDSIM), Task Order Request (TOR) GSC-QFOB-14-32855. The Task Order anticipated to result from this solicitation will provide services for the GSA Integrated Award Environment (IAE), providing technical governance, supporting system development, integration, and related PMO management support services.

This solicitation is set aside for Women-Owned Small Business concerns under the ASB GWAC vehicle. The Government will reject any proposal that does not provide a SAM record that certifies that the offeror is a WOSB eligible under the WOSB program at time of proposal.

In accordance with Section L of the TOR, Offerors shall submit their proposal in three Parts. Please note the due dates for each of the following sections:

- **PART I: Cost/ Price Proposal (L.6 and L.7)**  
The offeror shall submit an original, 1 paper copy, and an electronic copy **no later than 11:00AM Eastern Time on August 1, 2014.**
- **PART II: Written Technical Proposal (L.6 and L.8)**  
The offeror shall submit an original, 5 copies, and an electronic copy **no later than 11:00AM Eastern Time on August 1, 2014.**
- **PART III: Oral Technical Proposal (L.6 and L.9)**  
The offeror shall submit their oral presentation slides as an original, 5 copies, and an electronic copy, separately bound from proposal Part II, **no later than 11:00AM Eastern Time on August 1, 2014.** The Oral Technical Proposal Presentation will be scheduled by the Contracting Officer after the proposal Part II submission date. The Government anticipates conducting Oral Presentations the week of **August 4, 2014.** Oral technical proposal presentation slides presented that differ from those slides delivered on August 1, 2014, will not be evaluated.



GSA FEDSIM

All proposal materials shall be delivered by hand to the following address:

Jeff McMullan  
Contract Specialist  
GSA FAS AAS FEDSIM  
1800 F Street NW  
Suite 3100 (QF0B)  
Washington, DC 20405

Deliver all materials outside the E Street entrance of the building at 1800 F Street NW. Upon arrival outside the building, call Jeff McMullan, Contract Specialist, at 703.795.1064. The Contract Specialist will meet you outside the E Street entrance for proposal receipt. Delivery confirmation will be given prior to processing proposal submissions through security. Any proposal box is subject to security scanning after proposal receipt.

Written questions in reference to the TOR may be submitted in accordance with Section L.3. Questions shall be submitted electronically via email only to Jeff McMullan, Contract Specialist, at [jeffrey.mcmullan@gsa.gov](mailto:jeffrey.mcmullan@gsa.gov) using the format provided in Section J, Attachment L. Questions are due no later than **July 14, 2014 at 11:00AM Eastern**. Questions received after this deadline will not be considered.

7/7/2014  
(b) (6)  
X  
Melicent Nhan  
Contracting Officer, GSA FEDSIM